



Coubro Chambers

11 West End

HOLBEACH

Spalding

Lincs.

PE12 7LW

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Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Present: Councillors: Graham Rudkin, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Eddie McNally, Laurance Marchant, John Spencer, Geoff Donley, Evelyn Penney, Peter Sparkes, Carol Rudkin, Stephen Johnson, Dawn Howarth and Sam Richardson

Jan Hearsey: Clerk/RFO

Brandi Rogan: Deputy Clerk

Meeting opened at 19:00 – Vice Chair Cllr John Spencer opened the meeting and passed over to the Clerk for the following agenda item:

2021/2-1 Appointment of Chairman

It was proposed and **agreed** that Cllr Stephen Johnson be Chairman for this year. Cllr Johnson had already signed his acceptance of office due to this meeting being virtual, the Clerk countersigned the document and showed this to camera. Cllr S Johnson took the Chair.

2021/2-2 Appointment of Vice Chairman

Cllrs John Spencer and Sophie Hutchinson put their names forward. By a majority vote, it was **agreed** that Cllr S Hutchinson be Vice-Chair for this year. Cllr S Hutchinson had already signed her acceptance of office due to this meeting being virtual, the Clerk countersigned the document and showed this to camera.

2021/2-3 Clerks Report

- a. Report on current vacancies. The Clerk reported that she was waiting to hear from SHDC as to when another vacancy could be advertised.
- b. Co-option of new councillors - The Clerk reported that there were two vacancies for co-option. Two people had applied and submitted paperwork, one was not present. It was **agreed** to co-opt Richard Stevens to the Hurn Ward and Sandra Rickerby (not present) to the Drove Ward.

2021/2 -4 Apologies for absence and reasons given.

There were no apologies.

2021/2 -5 Appointment of the following committees:

- a. Open spaces (Parks, Cemeteries, Playing fields, Allotments and Nature Reserve)
It was proposed, seconded and **agreed** to form an Open Spaces Committee. It was **agreed** the members would be: Cllrs G Donley, C Rudkin, G Rudkin, R Flood & K Wilson
- b. HR, Data Protection and Health and Safety Committee
It was proposed, seconded and **agreed** to form an HR, Data Protection and Health & Safety committee. It was **agreed** that the members would be: Cllrs E McNally, S Hutchinson, S Richardson, R Flood and R Stevens would be co-opted on at the committee's first meeting.
- c. Planning, Properties and Speeding Committee
It was proposed, seconded and **agreed** to form a Planning, Properties & Speeding Committee. It was **agreed** that the members would be Cllrs: E McNally, G Donley, L Marchant, I Hutchinson, E Penney, G Rudkin and P Sparkes.
- d. PR & IT Committee
It was proposed, seconded and **agreed** to form a PR & IT Committee. It was **agreed** that the members would be Cllrs: S Hutchinson and S Richardson and R Stevens would be co-opted on at the committee's first meeting.
- e. Finance Committee
It was proposed, seconded and **agreed** to form a Finance Committee. It was **agreed** that the members would be one representative from each Committee.
- f. Events Committee
It was proposed, seconded and **agreed** to form an Events Committee. It was **agreed** that the members would be Cllrs: E Penney, S Richardson and I Hutchinson.
- g. It was **agreed** to include emergency planning into the Planning, Properties and Speeding committee. It was **agreed** to defer the appointment of two flood wardens. The Clerk will look into what this involves.
- h. It was **agreed** to accept the Terms of References for the above committees subject to the following: Emergency planning is part of Planning, properties & speeding. Planning, Properties, Emergency planning and Speeding will meet monthly. For open spaces, take out Monday and substitute monthly. Cllr S Johnson pointed out all meetings must be face to face.

2021/2 -6. Appointments to other bodies:

- a. Holbeach United Charities – It was **agreed** to appoint Cllrs: S Johnson & I Hutchinson
- b. Holbeach Farmer Education Foundation- It was **agreed** to appoint Cllrs: I Hutchinson, S Johnson, S Hutchinson and S Richardson
- c. Voluntary Car Service- it was **agreed** to appoint Cllr E Penney.

2021/2 -7 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- Declaration of interest were received from Cllrs: J Spencer, E Penney & E McNally for agenda items: 2021/2-5f & 2021/2-14a

2021/2- 8. Minutes of previous Meeting – The notes of the meeting of 12th April 2021 were **agreed** as minutes subject to the following amendment: 8b Members can only be chair or vice chair of one committee, to encourage wider participation. & Cllr C Rudkin asked for it to be noted in the minutes that she had expressed disappointment that no-one had thanked Cllr G Rudkin for his time as Chairman.

2021/2 -9. Police, County and District Matters

- (a) Police – There had been some problems over the weekend in Carters Park regarding someone on a motorised bike.
- (b) County – no report received
- (c) District – no report received

2021/2 -10. Highways Matters

- (a) Road Closures -none had been received

2021/2 -11. Open spaces Committee

- (a) Allotments
 - (i) Cllr G Rudkin reported that Battlefield lane inspection had been carried out and letters were to be sent to tenants of unkept plots. There was a problem with a rubbish pile which would be sorted out.
- (b) Cemeteries & Memorials – Cllr C Rudkin reported that she was unhappy with the grass cutting at Hallgate cemetery. Memorial as follows were **agreed**

	Memorial	Park Road	CRD30
	Burial	Park Road	2MM
	Burial	Park Road	CRD 30
	Memorial	Park Road	192LL
	Memorial	Park Road	CRC16
	Memorial	Hallgate	A160

- (c) Parks– Cllr K Wilson reported that following the public consultation regrading teenage equipment, the skatepark was still a favoured option however this was costly and the Council do not have the money and grants are not readily available. Cllr I Hutchinson reported that a person wanted to use Carters Park for a bootcamp, this was **agreed** subject to receiving a risk assessment. The tennis courts surface was ready to be finished, it was **agreed** to pay the contractor £250 + vat to clean this. The logs had been sold and were to be collected this week.
 - (i) It was **agreed** to offer space to food vans in Carters Park over the summer, different vans would be and they would be responsible for keeping the area clean of rubbish.
 - (ii) It was **agreed** to defer the arrangement regarding the toilets in Carters Park to the open spaces committee
- (d) Playing fields
 - (i) It was **agreed** to request that the Crown Estate provide a “no golf” sign at Holbeach Bank Playing field and the Parish Council will install it.
- (e) Nature Reserve - The duck food machine has been installed.

2021/2 -12. Planning, Properties & Speeding Committee

- (a) Planning – Cllr E McNally asked for this to be deferred to the new committee, it was **agreed**.
- (b) Properties – Cllr I Hutchinson reported that the new boiler should be installed at Coubro next week.
- (c) Speeding – Cllr P Sparkes had received correspondence from LCC stating there policy was to only extend speed limits by 50m, his suggestion was to write to LCC. Speeding device was at Holbeach St Marks next. The delivery of the new brackets was awaited. To engage a wider area, working with PCSO’s, camera speed watch groups and speed awareness courses were discussed.

2021/2 -13. PR & IT Committee

- (a) PR
 - (i) It was **agreed** to publish recordings of all Full council meetings on the Parish Council Facebook page – this would include physical meetings as well, it would allow more people to engage with the council, and could be a good way of ‘inviting’ the public for the June meeting in order to manage numbers. PR/IT will look into a device to record audio at least.
- (b) IT – All meeting will show on the Full Council calendar.

2021/2 -14. Events Committee

- (a) Royal British Legion Remembrance Parade – it was discussed as to where the signage etc will be stored.
- (b) 2022 Christmas Fayre - It was reported that this had, had to be moved from 2021 due to Covid. It would go to the Events committee.

2021/2 -15. Finance Committee

- (a) Chairman of Finance Report - The RFO reported that the precept monies had been received. A report showing all budgets is on the Drive.

- (b) The Annual Governance Statement (Section 1 of the Annual Return) was reviewed, the internal auditor will have their report before the next Finance committee meeting
- (c) The Annual Governance Statement (Section 2 of the Annual Return) was reviewed, the internal auditor will have their report before the next Finance committee meeting

2021/2 -16. HR, Health and Safety Committee and Data Protection – Resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

- (a) Data Protection – no report
- (b) Health & Safety – no report
- (c) HR Report & recommendations to full Council – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. It was **agreed** to research additional staffing help for the busy periods next year.
- (d) To agree the employee handbook - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. It was **agreed**
- (e) To agree to engage the cleaner for an additional hour - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. It was **agreed**

2021/2 -17. To discuss Councillor understanding following recent training- resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. (Cllr J Spencer).

Cllr J Spencer reported that the training had been successful in that the new committees had been formed and the Council now had a way to move forward.

2021/2 – 18. Items for discussion and agenda item requests.

Agenda items should be sent to the Clerk before 2nd June 2021

2021/2 -19. Confirm date and venue of next Parish Council Meeting

- (a) It was **agreed** for the next Parish Council Meeting to be on 14th June 2021 at 19:00, the venue would be confirmed. There may have to be a restriction on the number of members of the public to comply with Covid restrictions.

The meeting closed at 21:03

Meeting of Holbeach Parish Council Monday 14th June 2021 at 19:00 at The Reading Rooms, Holbeach.

Present: Cllrs S Johnson, S Hutchinson, S Richardson, R Stevens, I Hutchinson, S Rickerby, J Spencer, P Sparkes & D Taylor

County Cllr T Carter

Members of the Public: 5 members of the Public

Clerk: Jan Hearsey

Deputy Clerk: B Rogan

Chairman: Cllr S Johnson

Open Forum:

There were two previously submitted questions:

1. Is it possible to place a bench near the factory shop? *There is no land belonging to this Council at that location, Clerk to acknowledge the request and investigate.*
2. Is it possible for speed cameras and “sleeping policeman” at the bend in Fen Road? *Cllr P Sparkes commented that he was aware of issues at this site. Clerk to acknowledge and pass onto the relevant Committee.*

Meeting commenced at 19:02, Chairman Cllr S Johnson instated Standing Orders and welcomed everyone to the first face to face meeting for over a year.

2021/2 -21 Apologies for absence and reasons given.

Apologies were received from Cllrs: E McNally & R Flood, due to illness and Cllr K Wilson due to family issues, apologies were **accepted**
Cllr E Penney was absent with no apologies.

2021/2-22 Clerks Report

- a. Report on current vacancies – One vacancy on Town Ward would be available for co-option at the next meeting. There were a further three vacancies on Town Ward created by the resignations of G Rudkin, C Rudkin and L Marchant. There was one vacancy on Hurn Ward created by the resignation of D Howarth.
- b. Co-option of new councillor for Town Ward. One application had been received from Daniel Taylor, it was proposed seconded and **agreed** to co-opt him onto the Council. He signed his, Dispensation Form and Declaration of Pecuniary interest form and Declaration of office, which was witnessed and authorised by the Clerk. Chairman Cllr S Johnson welcomed Cllr D Taylor to the Council.
- c. Correspondence received and matters arising. There had been an incident on 22nd May when someone put their arm through the window at Coubro Chambers.

The person had re-imbursed the Council in full and, as a consequence, no charges were being bought by the Police.

2021/2 -23 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
Declarations were received from:

Cllr J Spencer in relation to item 2021/2-32 (b) as he is Chairman of the Holbeach branch of The Royal British Legion

Cllrs: S Johnson, I Hutchinson, S Hutchinson & S Richardson in relation to item 2021/2-34 (c)(vi) as they are all representatives of the George Farmer Educational Foundation

2021/2- 24. Minutes of previous Meeting

The notes of the meeting of 4th May 2021 were proposed, seconded and **agreed** as minutes.

2021/2 -25. Police, County and District Matters

- (a) Police -report appendix 1
- (b) County- report appendix 2
- (c) District – report appendix 2

2021/2 -26. Highways Matters

- (a) Road Closures – report of highways layout changes to Back Lane

2021/2-27 To agree to suspend Standing Orders to change the Terms of Reference for all committees except finance to enable more flexibility as follows:

Membership

1. Membership of the committee will be limited to between three and seven Councillors who will be appointed at the Annual Council meeting. Members maybe co-opted onto the committee at a committee meeting but will be non voting members until formally appointed to the committee by Full Council.

It was proposed, seconded and **agreed** to suspend Standing Orders.

It was proposed, seconded and **agreed** to change the Terms of Reference for all Committees except for the Finance Committee

Chairman S Johnson re-instated Standing Orders.

2021/2-28 To agree to suspend Standing Orders to change the Terms of Reference for the Finance committee to enable more flexibility as follows:

Membership

1. Membership shall consist of a representative from each committee. Only those Members formally appointed by Full Council shall have voting rights. The Chairman will be elected from the Members of the committee by Full Council.

It was proposed, seconded and **agreed** to suspend Standing Orders.
It was proposed, seconded and **agreed** to change the Terms of Reference for the Finance Committee

Chairman S Johnson re-instated Standing Orders.

2021/2 -29 Open Spaces committee: To agree to co-opt Cllrs: S Rickerby & D Howarth as full committee members and to co-opt other interested parties. – It was proposed, seconded and **agreed** to co-opt Cllr S Rickerby. It was proposed, seconded and **agreed** to co-opt Cllrs: D Taylor & I Hutchinson to the Open Spaces Committee.

Report from Chairman Cllr K Wilson – In Cllr K Wilson’s absence, there was not report.

- a. It was **agreed** to **defer** back to the Open Spaces Committee to leave the gates of the dog run at Park Road entrance unlocked on a trial basis
- b. As Council has the equipment and paint, It was proposed, seconded and **agreed** to mark out a running track with distance marking at Netherfields
- c. It was proposed, seconded and **agreed** to publicise each month “how many complaints received/how many compliments/you said/we did” and to provide a picture each week for the PR/IT committee.
- d. To agree to open the double gates at Netherfield – It was proposed, seconded and **agreed** to **defer** this item to the Open Spaces Committee.
- e. It was proposed, seconded and **agreed** to instruct the parks team to carry out cleaning and maintenance on the new tennis court surface as opposed to a contractor.
- f. It was proposed, seconded and **agreed** to allow Bowls Club to install a bench at their own expense.
- g. It was proposed, seconded and **agreed** that the procedure for overhanging trees, unless dangerous or touching a neighbouring property, is for the property owner to cut them back and retain the wood.
- h. It was proposed, seconded and **agreed** to keep the Carters Park toilets closed
- i. It was proposed, seconded and **agreed** to install a disabled swing in Carters Park
- j. It was proposed, seconded and **agreed** to adopt the allotment policy
- k. It was proposed, seconded and **agreed** to amend the current planning permission (listed building consent) on the cemetery chapels to use Canadian slate
- l. The memorials and burials were **agreed** – report appendix 3

2021/2 -30 Planning, Properties, Emergency Planning & Speeding Committee: To agree to co-opt Cllr D Howarth as full committee member and to co-opt other interested parties – There were no interested parties

Report from Chairman E McNally – Cllr E McNally was absent and no report was given

- a. It was proposed, seconded and **agreed** to apply for planning permission for plastic sash windows upstairs at Coubro Chambers
- b. It was proposed, seconded and **agreed** to paint a mural at Stukeley bus stop
- c. It was proposed, seconded and **agreed** to form a sub-committee for Emergency Planning and to include members of the public (police, fire service, coast guard etc) to be co-opted on. It was proposed, seconded and **agreed** to co-opt Mrs S Rouke
- d. It was proposed, seconded and **agreed to defer** to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- e. To agree to assist The Plough Public House action group in their application for an asset of community value. The action group had informed the Council that they had achieved this now. Chairman Cllr S Johnson offered them congratulations.
- f. It was proposed, seconded and **agreed** to receive free hanging baskets from SHDC for Coubro Chambers
- g. It was proposed, seconded and **agreed** the planning application responses as per appendix 4
- h. It was proposed, seconded and **agreed** support LCC with speed limit at Holbeach Hurn.

2021/2 -31. PR/IT Committee - To agree to co-opt other interested parties to the committee.- There were no interested parties

Report from Chairman Cllr S Richardson – Facebook is the paramount way to communicate going forward, sharing to Holbeach Local and Spotted Holbeach which has around 10,000 to 12,000 users. The committee has been in contact with the press regarding Councillor resignations.

- a. It was proposed, seconded and **agreed** to investigate the best option for website hosting
- b. It was proposed, seconded and **agreed** to look into the purchase of an electronic notice board next year when there will be money in the IT budget
- c. It was proposed, seconded and **agreed** for the litter picker to have a HPC email address.
- d. It was proposed, seconded and **agreed** that all Councillors should only use a holbeachpc.com email address for Holbeach Parish Council business.
- e. To agree a time frame for which Councillors must check their emails, it was proposed, seconded and **agreed** that Councillors should regularly check their emails.

2021/2 -32 Events Committee - To agree to co-opt other interested parties to the committee. It was proposed, seconded and agreed to co-opt Cllr S Rickerby, J Spencer & D Taylor to the committee

Report from Chairman Cllr I Hutchinson – appendix 5

- a. It was proposed, seconded and **agreed** that the events for 2021 will be: 18/07 Car Show- August Garage Sale – September is the food festival and possibly HPC will

- do an event at the end of the month- October Halloween and pumpkins in cemetery – November RBL Remembrance Day Parade -December window competition.
- b. It was proposed, seconded and **agreed** to apply for the road closure order for the Royal British Legion Remembrance Day Parade.
 - c. It was proposed, seconded and **agreed** to apply for a Temporary events notice.

2021/2 -33 Finance Committee – To appoint and agree a Chairman of Finance. It was proposed, seconded and agreed to appoint Cllr R Stevens as Chair of Finance

Report from temporary Chairman Cllr R Stevens – there were some issues with budgeting control, especially around the installation costs of play equipment. We should start building next years budget now.

- a. It was proposed, seconded and **agreed** to pay the cheque register (appendix 6) totalling £14,965.35
- b. It was to proposed, seconded and **agreed** to pay Barclaycard £862.25
- c. The bank reconciliation (appendix 7) was proposed, seconded and **agreed**
- d. The Internal Auditors Report was received, considered, proposed, seconded and **agreed**
- e. The Annual Governance Statement (Section 1 of the Annual Return) was considered, approved, proposed, seconded and **agreed**
- f. The Statement of Accounts (Section 2 of the Annual Return) was considered, approved, proposed, seconded and **agreed**
- m. It was proposed, seconded and **agreed** to authorise the Chairman to sign the Annual Return for return to the External Auditor.
- n. It was proposed, seconded and **agreed** for the Section 137 spend on cleaning war memorial of £29.15

2021/2 -34 HR, Health and Safety and Data Committee– To agree to co-opt other interested parties to the committee. It was proposed, seconded and agreed to co-opt Cllr Dan Taylor

Report by Chairman Cllr S Hutchinson – The previously agreed HR documentation is awaiting signatures. ELAS are provisionally booked for 13/14th July for a H & S audit, the focus will be on parks and staff training.

- (a) Data Protection – nothing to report
- (b) Health & Safety – nothing to report
- (c) HR Report
 - (i) It was proposed, seconded and **agreed** to use the new time sheet format
 - (ii) It was proposed, seconded and **agreed** the lone working policy with an amendment as to who people report to if their manager is on Holiday.
 - (iii) The employee – councillor protocol, was proposed, seconded and **agreed**.
 - (iv)The volunteer policy was proposed, seconded and **agreed**.
 - (v)The induction checklist as amended for employees, councillors, and volunteers was proposed, seconded and **agreed**

(vi) To discuss staffing matter raised by WCPM - Resolve to take "In Closed Session" due to the confidential nature of the matters to be discussed. It was proposed, seconded and **agreed** that this matter should be in the open session of the meeting.

A matter was brought up at the last staff meeting that there was suspected asbestos at Battlefields allotments. The Open Spaces Committee and Cllr S Hutchinson have authorised The Clerk to spend on obtaining a survey which was done last week and soil samples were taken. The first report is that it is not as serious as first thought and appears to be grade C. Once the report is back, it will be reported back to Full Council. Chairman Cllr S Johnson said that this proves transparency. There will be an update for the next meeting.

2021/2 – 35. Items for discussion and agenda item requests.

Cllr R Stevens said that we had a large number of Councillors, do Members think we have too many or we need more?

Cllr S Richardson asked for an agenda item to agree the Veaxaious Policy and the Community Engagement & Communication Policy.

2021/2 -36. Confirm date and venue of next Parish Council Meeting

(a) The date of the next Parish Council Meeting will be Monday 12th July 2021 at 19:00, the venue is to be confirmed.

Meeting Closed at 20:23

Signed Chairman.....Date.....

APPENDIX 1

Police Report

For those that don't know – we have vacated the Police Station in Holbeach and will be 'squatting' at Spalding Station for what is expected to be approximately 6 months while they build a new station for us as our had come to the end of it's life. We are still coming into Holbeach to patrol and attend incidents so nothings change really except we book on and off at Spalding.

Our priority for April – June has been 'reassurance over dog theft'. I can say that it has been very successful. We used social media and also spoke to dog owners and kennel businesses and vet clinics etc to encourage them to spread the message that South Holland is not being plagued with dog thefts. We also distributed safety advice to these contacts as we didn't want things to go the other way and dog owners become complacent. This resulted in a noticeable reduction in calls to Lincolnshire Police from the public in our area who were suspecting many van drivers were actually dog thieves. This meant for example that we as the NPT were not taking time out to investigate the local Hermes delivery person (or other couriers). Also I have noticed that the number of potentially innocent peoples images/vehicles have not been published all over social media too.

We will be looking for a new priority for July – September. We will be asking the community via social media what they would like us to work on. If anyone mentioned anything that may be suited to the NPT to deal then please let us know.

Appendix 2

County & District Matters

DISTRICT

I have had a few speeding issues raised to me in the last few weeks. I have mentioned some to Cllr Sparkes already and will be speaking with him soon hopefully in regard to some other areas. I was very keen to support the good work that he is doing in relation to the cameras and speed work, so delighted to be supporting the purchase of additional movable camera through the District ward budgets along with District Colleagues. Having the additional camera will help with the rotations of it and cover a wider area in a shorter time. Thank you to Cllr Sparkes for the work he is doing.

SH District Council Communities and Housing team are holding some activities for the sheltered accommodation residents in Holbeach. These are not public events but specifically for the residents of the 3 sites. They are designed to promote health and wellbeing, encourage covid- safe community interaction and reduce loneliness and improve confidence. They are being held during June.

As things are gradually starting to return to normal, SHDC are introducing street entertainers into the town one Market Day a month. This started last week. Further comms will come out regarding it but the team

wanted to start quite steadily on it while a few restrictions are still in place and gradually build up to different and more entertainment to support the town.

April saw a 52% reduction in fly tips reported compared to March 2021. This is still an increase on previous year but a positive move in the right direction. The overall average time to clear fly tips was

5 working days so within service level agreement. Enforcement are acting on intelligence and you may have seen the recent comms that cameras are going to be trialled to support the enforcement.

Please keep reporting on the SHDC website using the "report it" function-

COUNTY

Having only just joined County there is a limited amount of information to offer currently.

My biggest priority currently has been Highways matters. Having held a meeting with the Head of

Highways Services within the first couple of weeks I raised several areas of concern- with particular focus on Boston Road. I have found the team very good to work with and taking comments on board well.

Boston road- I am in contact about almost every day.

I requested a temp top up as i felt there was a real safety concern. I have been advised the top up is being done 09/06.

I requested this, not on the basis that it solves the issue, nor so the issue can be less focus on by

Highways- but on the basis that it stops the immediate safety/ damage issue and hold its while further progress is made.

The stabilisation company, who will be looking at the longer-term solution is scheduled to be meeting on Tuesday and expect to know more later than week as to the plan of attack and hopefully a timeframe too.

Please keep reporting any issues on fix my street- it is quick and easy and the best way to get things to the correct people smoothly.

Another area I have raised concerns about is William Stukeley car park area. Be it over hanging trees, potholes and drains on West End not being cleaned as much as possible to alleviate any issues that may come with heavy rain as and when we enter the Winter period again. Therefore, I want to try to ensure things are as good as possible instead of there being issues later in the year.

Communication with the team is ongoing and although I have not got a date yet for resurfacing work etc I expect to be hearing soon.

I also raised another concern that has been brought to me on a few occasions- the quality of the pothole repairs. This is something that has been widely commented on and we have all seen some repairs that have not held for long, which is counterproductive and costly. The team were already working on this and speaking with contractors and as of last Monday, the method of cutting out is to be carried out on more of the repairs so I hope we all see a marked improvement in the quality of the repairs over the forthcoming period.

APPENDIX 3

Burials

Issac	Burial	Park Road	2MM
Hardy	Burial	Park Road	CRD 30
French	Burial	Park Road	17700
Jordon	Memorial	Park Road	192LL
Gibbons	Memorial	Park Road	CRC16
Nichols	Memorial	Hallgate	A160
Parson	Memorial	Park Road	171Z
Gibbons	Burial	Park Road	CRC16
Pell	Burial	Park Road	CRD31
██████	Reservation	Park Road	CRD32
Taylor	Burial	Park Road	170GGG

APPENDIX 4

Planning responses

HPC - Planning responses		Support	Objection	No objection
Date	Planning No:	Description	How many responses	
			from Cllrs	HPC response
12 June 2021	H09-0051-21`	New greenhouse Roman Bank		3
24 May 2021	H09-0529-20	Appeal for 5 Eco houses Fen Road		3
24 May 2021	H09-0539-21	Change of use from agr to single dwelling		3
24 May 2021	H09-0542-21	Proposed boundary fence		3
18 May 2021	H09-0544-21	Single storey extension		3
20 May 2021	H09-0952-21	Change of use from agr to furniture restoration		3
14 May 2021	H09-0427-21	Replace exterior with cladding		3

Appendix 5

Events Committee Chairman Report

The events committee had their first meeting on 15th May. This was a very productive meeting with lots of ideas being discussed. Cllr Spencer attended to outline the details for the Remembrance parade and gave contact details for the people that need to be contacted. It was agreed that we should prioritise the road closure application. It was suggested that we could build on the event by using the community centre once the parade has left for an afternoon tea . It was agreed to look into the possibility of this and contact the community centre to confirm the date .

Ideas for future events were discussed and it was decided to try and organise some form of event every month up to the end of the year. These were to be small easy to organise events as we have no budget this year. The proposed schedule of events is as follows. Small events this year as the Committee does not have a budget. Next year with a budget, larger events can be organised.

July 18th. Classic and modified car show in Boston Rd car park. Food , drink and entertainment in Carters park.

August. Garage sale with food in Carters park

September. Food festival already arranged

October. Halloween event . Shop window decoration and pumpkins in the cemetery.

November. Remembrance parade and possible afternoon tea

December . Christmas windows competition

The committee met again on 12th June .

Appendix 6

Cheque Register

184	27/04/2021	credit card	622140 - Mobile communica	one stop	Alarm	0.49
151	01/05/2021	direct transfer	622120 - Mobile communica	Staff	Phone charges	5.00
154	03/05/2021	credit card	661164 - computer equipme	Microsoft 365	Computer Software and software	22.56
155	03/05/2021	credit card	661164 - computer equipme	Microsoft 365	Computer Software and software	82.08
153	05/05/2021	credit card	661124 - postage office adm	one stop	Postage	15.84
159	06/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	99.68
160	06/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	146.93
158	07/05/2021	direct transfer	661173 - repairs mainten	Chislett hire	Hire fees	52.80
164	09/05/2021	direct transfer	652130 - Service, Maintena	Tonwood Home Hardware	Sundries	34.98
148	11/05/2021	direct transfer	652130 - Service, Maintena	Hargrave Agriculture Ltd	Cleaning and cleaning supplies	74.10
172	11/05/2021	direct transfer	652120 - Sundries/Service,	Jewson Limited	Sundries	9.59
152	12/05/2021	credit card	661132 - repair &maintenan	QD	Batteries	0.99
161	13/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Sundries	18.89
149	14/05/2021	direct transfer	652120 - Sundries/Service,	Staff	Mileage claim	14.40



150	14/05/2021	direct transfer	622140 - Mobile communica	Staff	Phone charges	10.00
165	16/05/2021	direct transfer	661195 - Repairs/servicing m	Tonwood Home Hardware	Sundries	23.24
157	19/05/2021	credit card	661239 - Cemetery fees cem	Harkness Roses	Memorials	21.94
163	19/05/2021	direct transfer	661173 - repairs mainten	Sports Surfacing Solutions	Sundries	3,024.00
166	19/05/2021	credit card	634130 - Water/Sewage cem	Wave	Water and Sewage	17.37
181	19/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	89.20
183	19/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	178.39
173	20/05/2021	direct transfer	652120 - Sundries/Service,	Hargrave Agriculture Ltd	Electrical sundries	5.24
175	20/05/2021	direct transfer	652120 - Sundries/Service,	Chislett hire	Hire fees	66.18
182	20/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	83.95
156	22/05/2021	direct transfer	602180 - National Insurance	HM Customs & Revenue	NI and Tax	1,687.93
174	23/05/2021	direct transfer	652120 - Sundries/Service,	Tonwood Home Hardware	Black sacks	3.98
167	25/05/2021	direct transfer	661236 - Admin training inc	Lincolnshire Association of Loca	Training and seminars	54.00
168	25/05/2021	credit card	661185 - Cleaning & Toilet s	QD	Cleaning and cleaning supplies	1.99
169	25/05/2021	direct transfer	661132 - repair & mainten	M & R Glass and Glazing	Glass	115.20
176	25/05/2021	direct transfer	652120 - Sundries/Service,	Chislett hire	Hire fees	106.80
186	26/05/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Sundries	26.64
177	27/05/2021	direct transfer	661127 - office building clea	LC	Cleaning and cleaning supplies	121.00
185	27/05/2021	credit card	661173 - repairs mainten	Boyes &co ltd	Sundries	3.75
187	27/05/2021	direct transfer	642130 - Horticultural suppl	Branch bros	Grass seed	112.54
171	30/05/2021	direct transfer	661153 - locking /unlocking	DTS	Locking up services	620.00
178	30/05/2021	direct transfer	661215 - Grass cutting Holb	Lincolnshire Commercial Maintai	Grass cutting	792.00
162	31/05/2021	direct transfer	661130 - hire of venue office	Reading Rooms	Hire fees	25.00
179	31/05/2021	direct transfer	661203 - Waste services	Greenzone Facilities Manageme	Waste Disposal	112.32
180	31/05/2021	direct transfer	661203 - Waste services	Greenzone Facilities Manageme	Waste Disposal	233.28
188	31/05/2021	direct transfer	661173 - repairs mainten	Tonwood Home Hardware	Sundries	2.40
170	23/06/2021	direct transfer	601180 - Net Pay office adm	Staff	Salaries	6,848.68

Total 14,965.35

Signed Chairman

APPENDIX 7 Bank Reconciliation

	Bank Reconciliation at 31/05/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 31/05/2021		234,222.13
	SUBTRACT Payments 01/04/2021 - 31/05/2021		349,885.33
	Cash in Hand 31/05/2021 (per Cash Book)		35,410.57
			314,474.76
		27/04/2021	0.00
		27/04/2021	0.00
		13/05/2021	31,791.77
		27/04/2021	50.00
	Cash in hand per Bank Statements	27/04/2021	56,242.54
	Cash	27/04/2021	0.00
	Barclaycar credit card	25/05/2021	223,418.78
	CCLA Account	31/05/2021	3,672.65
	COIF		
	Treasury Stock		
	Business Base Rate Tracker Accou		
	Business Base Rate Tracker Accou		
	Business Saver Account		315,175.74
	Barclays Current Account		700.98
	Less unrepresented payments		314,474.76
			0.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		314,474.76
	A = B Checks out OK		

Meeting of Holbeach Parish Council Monday 12th July 2021 at 19:00 at The Reading Rooms, Holbeach.

Present: Cllrs S Johnson, S Hutchinson, R Stevens, I Hutchinson, S Rickerby, J Spencer, P Sparkes, E Penney, R Flood & C Kenyon

County Cllr T Carter

Members of the Public: 4 members of the Public

Clerk: Jan Hearsey

Chairman: Cllr S Johnson

Open Forum:

There was one previously submitted questions:

For years Holbeach in Bloom have taken water from Coubro Chambers to water plants in the town. This year it is understood they were told such water could not be taken as it was not allowed for in the precept. When the chairman, councillor Johnson, was questioned on this his reply was Holbeach in Bloom could apply to the council for water which would be considered by the council at full meeting. It has been stated the classic car show will taking electricity from the park bungalow and bowls club. Can it be clarified if it was included in the precept for electricity for a car show and when full council agreed to such expenditure.

Cllr I Hutchinson explained that all utilities are budgeted for as normal usage plus extra. Electricity is budgeted for to include items such as the Food Festival, so the car show as an event is no different. Cllr S Johnson asked the Clerk to reply to the questioner in writing.

Meeting commenced at 19:04, Chairman Cllr S Johnson instated Standing Orders and welcomed everyone to the meeting.

2021/2 -37 Apologies for absence and reasons given.

Apologies and reason given were received from Cllrs: Dan Taylor, Sam Richardson & Eddie McNally and were **accepted**.

2021/2-38 Clerks Report

- a. Report on current vacancies – There is one vacancy for Hurn Ward and four for Town Ward which are available for co-option at the meeting on the 9th August

- b. Co-option of new councillor for Town Ward – There was one application from Carole Kenyon who was proposed by Cllr S Rickerby and seconded by Cllr I Hutchinson and it was agreed to welcome Cllr Carole Kenyon onto the Council
- c. Correspondence received - The Clerk reported that she had received some emails regarding the condition of some of the shop fronts and had passed this onto the relevant authorities.

2021/2 -39 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

Declarations of Non-pecuniary interest were received from Cllrs: I Hutchinson, S Hutchinson & S Johnson for item 43(h)

2021/2- 40. Minutes of previous Meeting – It was proposed, seconded and **agreed** that the notes of the meeting of 14th June 2021 are accepted as minutes.

2021/2 -41. Police, County and District Matters

- (a) Police – see appendix 1
- (b) County – see appendix 2
- (c) District – Cllr R Stevens asked for prior notification of “Flash shop” so it can be publicised on our Facebook page - see appendix 2

2021/2 -42. Highways Matters

- (a) Road Closures see appendix 3

2021/2 -43 Open Spaces committee:.

Report from Chairman Cllr R Flood -see appendix 4

- a. It was proposed, seconded and **agreed** to leave the gates of the dog run at Park Road entrance unlocked on a flexible three month trial basis.
- b. It was proposed, seconded and agreed to give the groups that have permission to us the Park a key to open and close the vehicular access gates at Netherfield, when they are using the facility. Cllr S Johnson requested an agenda item for next month to discuss further. Cllr R Flood to liaise with PR/IT to consult local residents before the next meeting.
- c. It was proposed, seconded and **agreed** to open the walkway between the picnic area and grass area near the fitness equipment but on a weather dependent basis
- d. To agree the memorials and burials – The Clerk read out the memorials and burials which were proposed, seconded and **agreed** – see appendix 4a
- e. It was proposed, seconded and **agreed** to a Facebook post explaining a proposed future project of a pump track in Carters Park (To engage the public and explain this is a future project)

- f. It was proposed, seconded and **agreed** to approach Rradar regarding the Deeds of Carters Park.
- g It was proposed, seconded and **agreed** to investigate the possibility of changing the by-laws in the Parks
- h Asbestos report at Battlefield Lane – Four samples had been taken and three were found to be grade C asbestos. It was proposed, seconded and **agreed** to contact companies to ascertain what type of works are required and at what cost.

2021/2 -44 Planning, Properties, Emergency Planning & Speeding Committee:

Report from Chairman E McNally – see appendix 5

- a. To agree to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%. It was proposed, seconded and **agreed** to defer this item. Cllr R Stevens requested that the Finance committee be involved in any discussions regarding this future item
- b. To agree the planning application responses as recommended by the Committee – it was suggested that the planning application be approved at both Full Council and PPES committee as this would give a two week “turn around” on comments.
- c. It was was proposed, seconded and **agreed** to the works required on the flat roof at Coubro Chambers to go out to tender
- d. To agree to appoint two members to the emergency planning sub committee – there were no volunteers so it was proposed, seconded and **agreed** to defer bank to the Committee
- e. It was proposed, seconded and **agreed** to re-open Coubro Chambers to the Public on a Monday, Wednesday & Friday 10:00 to 16:00 from 19th July 2021

2021/2 -45. PR/IT Committee

Report from Chairman Cllr S Richardson – Cllr S Hutchinson gave the report is Cllr S Richardson’s absence see appendix

- a It was proposed, seconded and **agreed** to adopt the Vexatious Policy
- b It was proposed, seconded and **agreed** to adopt the Community engagement and communication Policy
- c It was proposed, seconded and **agreed** as recommend by the committee to publishing Councillor photos and Facebook statements
- d It was proposed, seconded and **agreed** to the reviewed the social media policy as recommended by the committee
- e It was proposed, seconded and **agreed** to amend this agenda item to include open forums before committee meetings. It was proposed, seconded and agreed to run a surgery one day a month where parishioners can drop in to meet councillors and ask questions, as recommended by the committee and to have open forums before each committee meeting. (it was suggested that any questions where answers are unknown, be referred to the office)
- f It was proposed, seconded and **agreed** to offer an email address to every member of staff

2021/2 -46 Events Committee

Report from Chairman Cllr I Hutchinson – see appendix 7

2021/2 -47 Finance Committee –

Report from the Chairman Cllr R Stevens – see appendix 8

- a. It was proposed, seconded and **agreed** the July payments list -see appendix 9
- b. It was proposed, seconded and **agreed** the Barclaycard payment
- c. It was proposed, seconded and **agreed** the bank reconciliation
- d. It was proposed, seconded and agreed to agree the Councillor Expenses Policy
- e. It was proposed, seconded and **agreed** to appoint Bulley Davey as the Internal Auditor for 2021/2
- f. It was proposed, seconded and **agreed** to add Cllrs: S Johnson, R Stevens & P Sparkes to the Barclays Banking Mandate
- g. It was proposed, seconded and **agreed** to adopt the updated Financial Risk Assessment
- h. It was proposed, seconded and **agreed** to adopt the updated Financial Regulations
- i. It was proposed, seconded and **agreed** to adopt the Procurement Policy
- j. It was proposed, seconded and **agreed** to give the Finance Committee delegated powers to pay the Barclaycard invoice up to a value of £1000, when the date due is before the Full Council meeting

2021/2- 48 To discuss the number of Councillors required for Holbeach Parish Council – Cllr R Stevens present a case to reduce numbers – appendix 11. The Clerk will speak to SHDC and investigate. Promote that we have vacancies

2021/22-49 To discuss and agree to investigate setting up a Youth Council for under 18's to work alongside this Council –

It was proposed, seconded and **agreed**. PR/IT to investigate further.

2021/2 -50 HR, Health and Safety and Data Committee – It was proposed, seconded and agreed (1 abstention) 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

Report by Chairman Cllr S Hutchinson



2021/2 – 51. Items for discussion and agenda item requests.

Netherfield Gates: Reduction in Councillors: To agree way forward and hold a public meeting regarding floral displays in the town following the ceasing of Holbeach in Bloom, Cllr S Johnson thanked them for their hard work, Cllr R Flood said they were not finishing: Tree that came down last year in Park Road Cemetery to be referred to open spaces committee: Cllr P Sparkes gave his apologies for the next meeting: Cllr S Rickerby mentioned about the black bin bags on the pavements, Cllr S Johnson said the best option was to report it to SHDC.

2021/2 -52. Confirm date and venue of next Parish Council Meeting

(a) The next Parish Council Meeting date is 9th August 2021 at the Methodist Hall

Meeting closed at 20:20

Signed Chairman.....Date.....

Appendix 1:

We will be out and about as often as we can with our hand-held radar for short periods at various locations and at varying times. We will be liaising with the Lincolnshire Road Safety Partnership who provide us with the latest statistics from surveys to highlight where there is evidence of speeding. We will be covert monitoring some locations.

Enforcement will be not only be for speeders but for drivers using mobile phones and not wearing seatbelts. We will be checking that child seats are correctly fitted.

Drivers who are stopped will also be breath tested to ensure that they are fit to drive. **Our FATAL 4** campaign will continue until the end of September 21.

Keep your eye on ‘Next Door’ and Facebook for regular updates.

What’s Been Happening?

Last Quarter our priority was Dog Theft. We were inundated by our dog owners suspecting everyone of wanting to steal their dogs and calling in suspicious activity/vehicles. Each incident had to be looked into and the caller updated taking up resources when in reality we were not suffering from dog thefts in South Holland. We used various social media platforms and local press to get the message out. We contacted vet clinics and dog kennels. We sent out flyers about how to keep your dog safe. The result was excellent. The number of calls from anxious dog owners reduced dramatically leaving officers free to deal with other matters.

For Covid-19 updates Go To www.gov.uk/coronavirus

For the next three months the focus will be on speeding and motoring.

Appendix 2

A quick update on the FEZ

In February 2020, the South Lincolnshire Food Enterprise Zone (SL FEZ) comprising in phase I of 15 acres of land in (LCC) ownership, The anchor occupier, the University of Lincoln (UoL), had started construction on its Food Centre of Excellence building on plot 1.

Fast forward to June 2021, LCC & SHDC jointly acquired a further 27 acres of land South securing the future of phase II. The service roads accessing all 12 plots on phase I are completed, and grid reinforcement works are underway to supply power to the whole of phase I, which should be complete by the end of the year. the construction of LCC's new managed workspace and collaboration centre, the Hub, will be commencing on plot 12, and is on programme to be complete by March 2022.

The Food Centre of Excellence is complete, with researchers now using the facility, and students will join in September 2021. The installation of a second UoL facility, Institute of Technology building, will start this month and be open in November 2021. There are now only three plots remaining, which are not either sold, under offer, or at Heads of Terms stage.

There is also already strong interest in phase II, with negotiations underway with one party for three specific plots, and discussions are taking place between LCC, SHDC and Western Power Distribution regarding bringing an initial power supply to phase II.

Boston Road-

LCC are doing there necessary checks prior to the work completed, such as drainage crew are due there 22nd and 23rd July to do our investigation to check we have no issues with the system – basically we don't want to fill the substructure in with polymer that'll leak into and block any cracked water pipes Still on track for the job to be completed in the summer holidays.

Wignals- a work instruction has been raised for the sunken area to be overlaid and also the kerbs and gully lifted – once authorised and it will then be issued to the contractor to be scheduled. expected approx. August/September time

Stukeley- I Met with grounds contractors last week and also at a separate meeting met with the engineers in regard to the car park and also the drainage. Based on the conversations held design and full costings will be worked on and submitted, to hopefully progress this work later in the year- ideally October half term is the aim currently.

Planning applications-

Chairman's initials.....

One specific application that I had concerns with- Chaffinch Way and the access to it. Based on my concerns, I met with 3 Highways officers to discuss and look at options. Recommendations are being made regarding access for the site. I did raise that there is a feeling in the South of the County that we sometimes feel forgotten, and they reiterated that thorough assessments are undertaken on all applications, and visits are made to all sites which may have an impact on the public highway. (majority)

I will continue to be in regular contact with them, and they do very much value the views of residents and parish council and take them into consideration when assessing an application so would urge anyone to discuss any comments with me so I can feed it back to them relating any forthcoming plans, in relation to Highways and drainage and flood risk matters obviously also making your representations known in the usual way via the Planning consultation period to South Holland.

Speeding- myself and Cllr Sparkes regularly catching up to ensure we are singing from the same sheet and also not duplicating any work.

Tip- going to committee this week with the recommendation to remove the booking system and it will then go to the exec later on in the month. Hopefully this will be approved and the booking system removed. (Traffic at weekends will need to be monitored so it doesn't cause issues on the road about, which it has done on occasions in the past.)

Please keep reporting on the Fix my street app- as first port of call for reporting of issues. District

Sheltered housing community centre- 3 in holbeach- keen to re open. The necessary risk assessments etc are underway/ completed to get them open asap.

Requested pride team into town- as boston road, st johns, and a few areas in town looking messy- they are shortstaffed at moment but will get to us as soon as possible

Early presentation of bags- again keep reporting yourselves directly on shdc website as first point of call. The ones on the high street, again I checked this week and were there again. Bags will be being searched for ID etc, and continually monitored.

Albert street- reported to me. Area cleared after landlord responded promptly to correspondence – area monitored. It is a regular issue every few months when new tenants move in but again will keep watch on it.

Flash shop Day- 107 visitors to the first focussed business, of which approx. 90 of those purchased- funky doras. . Next one is 22nd July and business focussed on will be released soon.

Chairman's initials.....

Please do get involved and go visit the focussed business on the 22nd.

Again, keep reported on the SHDC website any thing that is a concern, such as graffiti, early presentation of bags, fly tips etc

Appendix 3

- TRO's
 Cherry Tree Lane – end of July for 10 weeks
 B1168 Holbeach Drove Gate – 09/08/21 – 03/09/21
 B1160 Main Road – 09/08/21 – 11/08/21
 Roman Bank – 06/08/21 – 08/08/21
 Stotons Gate & Joys Bank – 16/08/21 – 18/08/21
 Roman Bank – 19/07/21 – 06/08/21

Appendix 4

Would like to say thank you to Kelly Wilson for all the work she has done while she was a Councillor.

We have been discussing options and possible sites for equipment for Carters Park including the inclusive play equipment and pump track if funding is secured.

After some of the feed back from Facebook we would like to trial leaving to dog run unlocked.

We also discussed if any groups using Netherfields could have use of the carpark so a key would be made available to them.

The asbestos at Battlesfield allotment is found to be grade C and we will need more advice.

Duck food machine is proving popular, Parks and Cemetery manager have been helping to keep topped up and we now have couple of councillors also going to help, with any monies made from it will be put back into open spaces projects.

Appendix 4a

Lawson	Memorial	Park Road	163B
Ward	Memorial	Park Road	139V
Pell	memorial	Park Road	CRD32
Allen	Memorial	Park Road	151DDD
Carter	Memorial	Park Road	17W
Ransome	Burial	Hallgate	B13
██████████	Reservation	Hallgate	B14
Tyler	Burial	Park Road	170GGG

Pulling	Burial	Park Road	CRC16
Ewing	Burial	Park Road	179UU
Ashton	Memorial	Hallgate	B5

Appendix 5

Following our committee meeting of 29th June 2021 Peter Sparkes was proposed seconded and appointed Vice chair of the PPS committee.

All the planning applications have been discussed and sent out to all councillors. The responses can be seen on the drive and on the South Holland District planning page.

We have discussed the future use of our telephone box as a charity has written to our clerk with a suggestion that a defibrillator is installed. As this is a listed box the clerk has written to them for more information.

On the subject of the emergency planning sub-committee, we are looking for two volunteers and a co-ordinator. We have also asked SHDC to send a representative to explain the workings of the sub-committee. This report provides an update and summary of current activities in support of requests from parishioners, and requested speeding related issues within the parish of Holbeach.

1. Ongoing strategy

A Rota for the SID placement has been approved by full council, based on an in alignment with the Lincs CSW guidelines and Speeding strategy defined by the parish council in March 2020 - [Strategy](#)

This is now in operation, and details can be found here - [Speed Sign Rota](#).

The speed sign rota above also provides details, links to maps, and location details of all sites approved for deployment.

2. Additional SID

Support from councilors Worth, Biggadike, Carter and Rudkin, has resulted in the partial funding of an additional SID. Subject to full council approval for the remaining funds, this will be acquired, and put to use within locations in Holbeach Town.

Our thanks should be recorded for this support from our district representatives.

3. Recent SID Deployments.

Since the last report, the SID has been deployed in a further three locations in the parish, where data has been collected.

The data collected shows clearly that we have a minority of road users exceeding the limit.

It is currently deployed on Roman Bank in Holbeach Bank.

3.1. William Stukeley School – SID2

Traffic Report from 28/03/2021 09:00:00 PM through 02/05/2021 03:59:59 PM

Max Speed = 80.0 MPH on 27/04/2021 21:50:00
Total Vehicles =78,559 counts

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		3,681	3,301
AM Peak	08:00 to 09:00	287	270
PM Peak	04:00 to 05:00	345	304

Speed Limit: 30 MPH
85th Percentile Speed: 29.9 MPH
50th Percentile Speed: 25.0 MPH
Average Speed: 24.6 MPH

3.2 Holbeach St Marks – SID10

Traffic Report from 02/05/2021 08:00:00 PM through 15/05/2021 07:59:59 PM

Max Speed = 60.0 MPH on 07/05/2021 06:10:00
Total Vehicles =3,054 counts

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		249	234
AM Peak	02:00 to 03:00	87	87
PM Peak	12:00 to 01:00	51	40

Speed Limit: 30 MPH
85th Percentile Speed: 38.4 MPH
50th Percentile Speed: 28.5 MPH
Average Speed: 25.5 MPH

3.3 Holbeach Hurn – SID12

Traffic Report from 15/05/2021 08:00:00 PM through 03/06/2021 08:59:59 PM

Max Speed = 55.0 MPH on 26/05/2021 22:40:00

Total Vehicles =4,118 counts

Volumes - weekly vehicle counts

	Time	5 Day	7 Day
Average Daily		234	206
AM Peak	11:00 to 12:00	17	17
PM Peak	03:00 to 04:00	28	23

Speed Limit: 30 MPH

85th Percentile Speed: 30.5 MPH

50th Percentile Speed: 23.3 MPH

Average Speed: 22.6 MPH

3.4 Holbeach Bank – SID 13

Traffic Report From 03/06/2021 08:00:00 PM through 26/06/2021 07:59:59 PM

Max Speed = 60.0 MPH on 11/06/2021 21:10:00

Total Vehicles =7,822 counts

Volumes - weekly vehicle counts

Time	5 Day	7 Day
Average Daily		362
AM Peak	08:00 to 09:00	38
PM Peak	04:00 to 05:00	55

Speed Limit: 30 MPH

85th Percentile Speed: 32.2 MPH

50th Percentile Speed: 26.0 MPH

Average Speed: 24.0 MPH

4. SID Mounting Plates

Following the acquisition of a further five mounting plates for the AID, three of these have been deployed, and the final two will be deployed shortly.

5. Other Requests.

Chairman’s initials.....

Barrington Gate	
Wignals Gate	Contacted by - Lincs PCSO
West End	Contacted by - Lincs PCSO
Park Road	Contacted by - Lincs PCSO
Boston Road	Contacted - Lincs PCSO
Station Street	Contacted by - Lincs PCSO
Fen Road	Via Office
Chestnut Avenue	
Battlefields Lane (South)	
Low Lane	
King George V Avenue	
Holbeach Drove	Cllr N Pepper

Email correspondence has been sent to all parties involved requesting further information, and to suggest a joined up approach with our PCSO in tackling this growing issue.

To date little response has been forthcoming, and this will be followed up.

Appendix 6

We had another excellent meeting, working together, in unison, for the best of the council. It has been a long held belief that the councillors need to be more recognisable to the parishioners so we have decided to advise that all councillors have their pictures and a small statement about themselves go up on the Facebook site and the HPC website -this will offer more visibility of who we are and what we do. To add to this we are buying lanyards for councillors to have when they go to events or on council business. This is at a cost of £42.64 which we have available in our budget and will be green to go with our colours and current 'brands.

We discussed the website which is coming along nicely, thanks to Councillor Sophie Hutchinson and we are trying to find a way to see how many visits we receive and how to build on those visits.

With covid restrictions coming to an end we advise that we start to talk with parishioners more - we think that offering a similar set up to the main meeting - an open forum - to allow questions from the public before each meeting and also we would like to attend the local market on one Thursday a month, along with Councillor Johnson, to communicate face to face with parishioners who may not be able to access Facebook or just wish to talk face to face. Any feedback given will be directed to the appropriate member. If this is successful we will hope to do this once a month and discuss who else would like to attend.

The vexatious policy and community engagement policy were discussed and Councillor Sophie Hutchinson will give a synopsis of what both are about, but we feel that these are important policies to Implement for the smooth running of the council.

I'd just like to reiterate the importance of our social media policy - we as a council make decisions as a whole, and this needs to be reflected in our responses on Facebook. It is the preferred approach that PR deal with Facebook posts. We would love more councillors to have a say on Facebook however, these cannot be negative opinions on what is happening. If the full council agree on a matter then that is the response on social media. We need to keep a positive image with all aspects of the work we are doing, as was discussed in our training, we will not always agree on matter, but once a decision has been made, that is what we all agree on.

Appendix 7

The committee have been busy putting the final touches to the first event being held on 18th July. We have worked closely with SHDC to make sure we have covered everything with regard to our risk assessments and we have everything in place ready. All marshals on the day will have a safety briefing at 9.30 am on the show day. If any members wish to be involved on the day please can you let me know as soon as possible what times you will be available.

We have food, drink and music as well as the cars arranged and we have been supported by several local businesses in different ways. We hope that this will be a successful day and would encourage all councillors to try and attend .

Following the press report on last month's meeting we had some negative comments about the potential event in the cemetery around Halloween. We have taken these comments on board and will agenda this for discussion at the next full council meeting.

We are working on our next event of a yard sale in August and will be discussing our plans for larger events next year at our next events meeting.

The next meeting of the events committee will be discussing the Jubilee next year and would like to offer the opportunity to organisations to work with us and would request the contact the office.

Appendix 8

Finance Committee meeting report

The finance committee met on Monday 5th July.
All agenda items were fully approved.

The committee are very keen to start building budgets for financial year 2022/23 and a spreadsheet has been sent out to all councillors asking for it to be returned by the end of August.

Chairman's initials.....

To aid transparency it has been agreed that at each meeting 10 invoices will be checked to ensure compliance with the council's policies.
Since the last meeting all financial procedures have been reviewed and updated. I would like to thank Jan for all the hard work and help.

Appendix 9

OUTSTANDING PURCHASE ORDER LIST

Order No	Date	Cheque	Code	Name	Description	Amount
192	12/05/2021	direct transfer	653130 - Fuel cemeteries	Lincolnshire co-op	Fuel Oil	11.96
222	28/05/2021	direct transfer	652120 - Sundries/Service,	Screwfix	Sundries	17.64
190	02/06/2021	direct transfer	661173 - repairs mainten	Jewson Limited	Cement	398.74
213	02/06/2021	credit card	652120 - Sundries/Service,	Discounted Cleaning Supplies	Black sacks	15.50
221	02/06/2021	direct transfer	661195 - Repairs/servicing m	Chislett hire	Repairs to Equipment	83.94
225	02/06/2021	direct transfer	661166 - loans cemeteries	Public Works Loan Board	Loans	2,932.46
201	03/06/2021	credit card	661164 - computer equipme	Microsoft 365	Computer Software and software	22.56
202	03/06/2021	credit card	661164 - computer equipme	Microsoft 365	Computer Software and software	82.08
212	03/06/2021	credit card	661168 - Sacks - litter pickin	Ideal 365	Black sacks	18.75
194	04/06/2021	credit card	652130 - Service, Maintena	Boyes &co ltd	Sundries	4.00
196	04/06/2021	credit card	652130 - Service, Maintena	Boyes &co ltd	Tools	4.50
220	06/06/2021	direct transfer	661195 - Repairs/servicing m	Tonwood Home Hardware	Paint	7.99
195	07/06/2021	credit card	661124 - postage office adm	one stop	Postage	31.68
200	07/06/2021	direct transfer	661127 - office building clea	Spalding Cleaning services	Cleaning and cleaning supplies	23.00
219	08/06/2021	credit card	661164 - computer equipme	Sandyford	Computer Software and software	19.44
191	09/06/2021	direct transfer	661173 - repairs mainten	Screwfix	Sundries	7.17
193	09/06/2021	credit card	642130 - Horticultural suppl	Spalding Auction	Herbicides, Pesticides and Fertil	8.42
208	10/06/2021	direct transfer	661173 - repairs mainten	Chislett hire	Hire fees	64.80
209	13/06/2021	direct transfer	652130 - Service, Maintena	Tonwood Home Hardware	Sundries	21.97
207	14/06/2021	direct transfer	661173 - repairs mainten	Staff	Mileage claim	14.40
218	14/06/2021	credit card	661137 - professional/ legal	Barclaycard	Fees	12.00
189	15/06/2021	direct transfer	661221 - IT	Scribe	Subscriptions	597.60
197	17/06/2021	credit card	661185 - Cleaning & Toilet s	one stop	Cleaning and cleaning supplies	6.10
217	18/06/2021	credit card	661137 - professional/ legal	Barclaycard	Interest dividends	19.06
224	20/06/2021	direct transfer	652130 - Service, Maintena	Tonwood Home Hardware	Sundries	1.60
228	20/06/2021	direct transfer	661243 - Duck food machin	Staff	Duck food	6.99
206	21/06/2021	credit card	661163 - stationary & IT Sun	one stop	Tea coffee etc	0.70
214	22/06/2021	credit card	652130 - Service, Maintena	Amazon	Sundries	22.56
215	22/06/2021	credit card	652130 - Service, Maintena	Amazon	Sundries	33.83
199	23/06/2021	direct transfer	602180 - National Insurance	HM Customs & Revenue	NI and Tax	1,676.64
204	25/06/2021	credit card	661163 - stationary & IT Sun	one stop	Tea coffee etc	2.30
205	27/06/2021	credit card	661163 - stationary & IT Sun	Tescos	Kettle	5.50
210	27/06/2021	direct transfer	661127 - office building clea	LC	Cleaning and cleaning supplies	110.00
203	28/06/2021	direct transfer	661161 - Grass cutting	Lincolnshire Commercial Maintai	Grass cutting	1,894.80
227	28/06/2021	direct transfer	652130 - Service, Maintena	one stop	Alarm	10.00
216	30/06/2021	direct transfer	661154 - locking/unlocking/s	DTS	Locking up services	600.00
226	30/06/2021	direct transfer	622120 - Mobile communica	Staff	Phone charges	10.00
229	30/06/2021	direct transfer	661203 - Waste services	Greenzone Facilities Managemem	Waste Disposal	233.28
230	30/06/2021	direct transfer	622140 - Mobile communica	Staff	Phone charges	10.00
231	30/06/2021	direct transfer	652130 - Service, Maintena	Tonwood Home Hardware	Sundries	33.46

Chairman's initials.....

232	30/06/2021	direct transfer	661207 - Vehicle & plant rep	Chandlers (Farm Equipment) Lt	Sundries	10.59
223	12/07/2021	direct transfer	661130 - hire of venue office	Reading Rooms	Hire fees	25.00
211	23/07/2021	direct transfer	601180 - Net Pay office adm	Staff	Salaries	6,793.67
Total						15,906.68

Signed Chairman.....

Appendix 10

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD		241,024.23

Chairman's initials.....

	Receipts 01/04/2021 - 30/06/2021		356,687.43
	SUBTRACT		53,114.42
	Payments 01/04/2021 - 30/06/2021		
	Cash in Hand 30/06/2021 (per Cash Book)		303,573.01
		27/04/2021	0.00
		18/06/2021	0.00
		01/06/2021	31,792.84
		27/04/2021	50.00
		01/06/2021	57,945.64
	Cash in hand per Bank Statements	27/04/2021	0.00
	Cash	27/04/2021	0.00
	Barclaycar credit card	28/06/2021	40,639.07
	CCLA Account	30/06/2021	3,151.20
	COIF		
	Treasury Stock		
	Business Base Rate Tracker Accou		
	Business Base Rate Tracker Accou		133,578.75
	Business Saver Account		
	Barclays Current Account		5.74
	Less unrepresented payments		133,573.01
			170,000.00
	Plus unrepresented receipts		
B	Adjusted Bank Balance		303,573.01
	A = B Checks out OK		

Appendix 11

The current structure of the Parish Council is:

Chairman's initials.....

Ward	No of Councillors	Vacancies
Town	7	5
Hurn	3	1
St. Johns	1	0
Drove	1	0
Totals	12	6

The Parish Council has historically had 18 Councillors with 2/3rds (12) for the largest ward.

We currently have all of the committees covered so is now the time to review the number of councillors that we need?

I would like to suggest that if all the vacancies were filled we would have too many. Adding extra councillors to the committees could lead to:

1. Larger meeting rooms required.
2. Increased cost of hiring meeting rooms.
3. Longer meetings due to more discussions.

With the current council working to improve transparency I believe that the electorate would, at this time, welcome the reduction of the number of councillors working on their behalf.

I would like to suggest that:

1. Town ward reduce by 2.
2. Hurn ward reduce by 1.
3. St. John's and Drove wards remain as is.

I would like to ask the Parish Clerk to investigate the procedure to action this with SHDC and update the full council at the next meeting and to agenda this as a proposal.



Minutes of the Extraordinary meeting of Holbeach Parish Council on 16th August 2021

Present: Cllrs: S. Johnson, S Hutchinson, I Hutchinson, R Stevens, D Taylor, R Flood, S Favell, P Howden & P Sparkes

Clerk: Jan Hearsey
Deputy Clerk: Brandi Rogan

Member of the Public: 1

Chairman S Johnson began the meeting at 19:00 and instated Standing Orders

2021/2 -68 Apologies for absence and reasons given.

Apologies were received from Cllrs: S Richardson, J Spencer, E McNally & C Kenyon with reasons given, which were proposed, seconded and **agreed**.

Cllr E Penney was absent with no apologies

2021/2 -69 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

There were none.

2021/2 -70 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

This was proposed, seconded and **agreed**

Cllr S Johnson explained the Council were now going into Closed Session and asked the member of the public to leave.

- a. It was **agreed** to form a recruitment subcommittee of three Councillors who will have delegated powers, to: decide on job descriptions, advertise for staff, shortlist and interview staff and to employ staff.
- b. The job description and contract for the new position was **agreed**
- c. It was **agreed** that Cllrs: D Taylor, S Hutchinson & S Johnson will form the recruitment subcommittee. The Clerk will attend the interviews as notetaker. Cllr R Flood will be available to replace one of the three Councillors should the need arise.

Meeting Closed at 20:00

Signed Chairman.....Date.....

Meeting of Holbeach Parish Council Monday 9th August 2021 at 19:00 at The Methodist Hall, Holbeach.

Present: Cllrs S Johnson, S Hutchinson, R Stevens, I Hutchinson, J Spencer, R Flood, C Kenyon, P Howden, S Favell, S Richardson, D Taylor, E McNally

County Cllr T Carter

Members of the Public: 6 members of the Public

Clerk: Jan Hearsey
Deputy Clerk: Brandi Rogan

Chairman: Cllr S Johnson

Open Forum:

A member of the Public asked the Council if the cemetery chapels roof would be protected during the winter months. Cllr S Johnson explained that this item would be taken back to the open spaces committee for them to decide.

Meeting commenced at 19:02, Chairman Cllr S Johnson instated Standing Orders and welcomed everyone to the meeting.

2021/2 -53 Apologies for absence and reasons given.

Apologies and reason given were received from Cllrs: Peter Sparkes and Evelyn Penney and were accepted. Cllr S Rickerby was absent from the meeting

2021/2-54 Clerks Report

- a. Co-option of new councillor for Hurn Ward and four councillors for Town Ward- There were two applications from Sam Favell and Peter Howden, both were proposed, seconded and **agreed** to welcome Cllr S Favell and Cllr P Howden onto the Council
- b. Correspondence received- The Clerk reported that the office had receive some accounts and documents from Holbeach in Bloom that will be covered under item 65. The Clerk also told members that we received an email from a Parishioner who did some work on the cemetery fees and gave a great deal of information to the Council.

2021/2 -55 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

Declarations of Non-pecuniary interests were received from Cllrs S Hutchinson, I Hutchinson, S Johnson and S Richardson for item 59(o).

Declarations of Pecuniary interests were received from Cllrs D Taylor for item 59(f), R Flood for item 59(o) and S Favell for item 60(d).

2021/2- 56. Minutes of previous Meeting – It was proposed, seconded and **agreed** that the notes of the meeting of 12th July 2021 are accepted as minutes.

2021/2 -57. Police, County and District Matters

- (a) In absence of the Police the Clerk reported that there had been a few broken benches and broken glass around the park however the police are aware. The Clerk also informed members that she had receive an email that the telephone boxed had been vandalised.
- (b) County- see appendix 1
- (c) District- see appendix 1

2021/2 -58 Highways Matters

- (a) Road Closures- see appendix 2

2021/2 -59 Open Spaces committee: It was proposed, seconded and agreed to co-opt Cllrs: S Johnson & C Kenyon

Report from Chairman Cllr R Flood -including master plan for Carters Park- see appendix 3

- a. Cllr S Johnson explained that this item had been resolved.
- b. It was proposed, seconded and **agreed** that the Clerk (or Deputy Clerk) will sign all Burial Notices, EROB's and Memorials as opposed to bringing to Full Council
- c. It was proposed, seconded and **agreed** to amend the agenda item to open the one of the large gates partly as a pedestrian gate at Netherfield, which was proposed, seconded and **agreed**
- d. To agree the memorials and burials – The deputy clerk read out the memorials and burials which were proposed, seconded and **agreed** – see appendix 3a
- e. It was proposed, seconded and **agreed** to allow South Holland District Council to use Carters Park on Saturday 28th August 2021 for an Open Air Drawing Room events subject to receiving the necessary Risk Assessment and confirmation of insurance.
- f. After a discussion, it was proposed, seconded and **agreed** (with 1 non voting member due to DPI) to re-open the Carters Park toilets.
- g. It was proposed, seconded and **agreed** to investigate the cost of the conversion of the toilet block in Carters Park.
- h. It was proposed, seconded and **agreed** to offer the basketball hoop currently at Netherfield to Holbeach Hurn.
- i. It was **agreed** to make an amendment to the agenda item. It was proposed, seconded and **agreed** to mark out a football pitch.
- j. It was proposed, seconded and **agreed** to plant a wildflower area and trees at Netherfield to create buffer zones



- k. It was proposed, seconded and **agreed** to adopt Cemetery Rules & Regulations, Memorial Policy & Regulations and the Scattering of Ashes Policy
- l. It was proposed, seconded and **agreed** to make an amendment to the agenda item. It was proposed, seconded and **agreed** to increase and alter the Cemetery fees. It was **agreed** to start the EROB's immediately, and alter the Cemetery fees on November 1st 2021 with a review every two years.
- m. It was proposed, seconded and **agreed** to investigate the cost of remedial works to the track at Dog Drove allotments.
- n. To agree to which inclusive play equipment should be provided in Carters Park- It was proposed, seconded and **agreed** to defer this item.
- o. To agree the quote for removing asbestos at Battlefields allotments- It was proposed, seconded and **agreed** to hire Unyte Waste.

2021/2 -60 Planning, Properties, Emergency Planning & Speeding Committee: Co-option of any interested Members'- It was proposed, seconded and **agreed** to co-opt Cllrs S Favell and P Howden onto the committee

- a. It was proposed, seconded and **agreed** to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- b The planning applications that had been responded to were proposed, seconded and **agreed**. Other planning applications will be deferred to Committee meeting. Appendix 4
- c. It was proposed, seconded and **agreed** to obtain three quotes for the registering with the Land Registry all those properties and land not currently registered.
- d. After a discussion, It was proposed, seconded and **agreed** to respond to SHDC re Welcome Back Funding
- e. It was proposed, seconded and **agreed** to make an amendment to the agenda item. It was proposed, seconded and **agreed** to let the Clerk contact both companies who submitted quotes for the repairs to the flat roof at Coubro, to see when the works are able to be completed. The company who is able to complete the works sooner will be instructed to start.
- f. **To resolve 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** - It was proposed, seconded and **agreed** to take into 'Closed Session'. The terms of the Lease for 2 High Street, 4 High Street, Office 3 Coubro Chambers, Office 4 Coubro Chambers & Office 5 Coubro Chambers were proposed, seconded and **agreed**.

2021/2 -61. PR/IT Committee – It was proposed, seconded and agreed that Cllr S Favell would be co-opted onto the committee

Cllr S Richardson told members that Facebook is always being updated by Cllr S Hutchinson.

- a. Cllr S Richardson reported that the surgery was a success.

2021/2 -62 Events Committee

Cllr I Hutchinson reported that the Car show was very successful and received positive feedback from the public and businesses that attended. Cllr I Hutchinson reported that on Sunday 15th August 2021 there is a yard sale and the final map will be posted on Thursday 12th August 2021. She asked for more volunteers to be first aid trained as this helps out with events.

- a. Saturday 4th June 2022 was proposed, seconded and **agreed** for the Jubilee celebration
- b. Cllr I Hutchinson proposed to ask Cllr N Worth for Holbeach Parish Council to support the food festival in September, it was seconded and **agreed** for the Clerk to write to Cllr N Worth.
- c. It was proposed, seconded and **agreed** to hold a public meeting to organise Jubilee event

2021/2 -63 Finance Committee –

Cllr R Stevens reported that new purchasing procedures had taken place. It was noted that items can be sourced cheaper else where and would be looked into. Cllr R Stevens told all members that committees need to start budget planning for 2022/3.

- a. The August payments list was proposed, seconded and **agreed**.- see appendix 5
- b. The Barclaycard payment was proposed, seconded and **agreed**.
- c. The bank reconciliation was proposed, seconded and **agreed**. – see appendix 5a
- d. It was proposed, seconded and **agreed** to stock check across all departments
- e. It was proposed, seconded and **agreed** to adopt the Procurement procedure for spending under £250
- f. It was proposed, seconded and **agreed** to amend Standing Orders to reflect the Procurement Policy
- g. It was proposed, seconded and **agreed** to open an Amazon business Account

2021/2 -64 HR, Health and Safety and Data Committee

Report by Chairman Cllr S Hutchinson - **To resolve 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** - It was proposed, seconded and **agreed** to take into 'Closed Session' It was proposed, seconded and **agreed** to call an extraordinary meeting of the full Council on Monday 17th August 2021 from which the Public and Press will be excluded.

- a. It was proposed, seconded and **agreed** for the Clerk registering to start the Certificate in Local Council Administration (CiLCA)

2021/2-65 – Following news that Holbeach In Bloom are withdrawing from floral displays from this October – It was proposed, seconded and **agreed** to request the



documentation to support which areas of Holbeach that the Parish Council are responsible for before a public meeting, date to be arranged. Cllr S Johnson thanked Holbeach in Bloom for all their hard work.

2021/2 – 66. Items for discussion and agenda item requests.

Changing venue of full Council meetings to include the villages
Parking restrictions down Park Road
Youth Council

2021/2 -67. Confirm date and venue of next Parish Council Meeting

(a) The next Parish Council Meeting date of 13th September 2021 at The Methodist Hall, Albert Street, was proposed, seconded and **agreed**.

Meeting Closed: 20:34

Signed Chairman.....

Appendix 1-

Lincolnshire Bus Service Improvement Plan survey has been put out through social media, please do get involved and complete the survey to help improve them. It has been widely reported that the environmental services team in district Council are having some challenges staff wise. Therefore, a few areas are behind at the minute, but they are getting things done as quickly as they possibly can. Holbeach Town centre improvement plan and steering group met up during July, at this stage it's just collecting ideas, to then put forward to the steering group to then agree to what's the best thing for the town to take forward.

Appendix 2-

TRO1

Road Closure Order in place on:

Tolls Lane (Full length)

Penny Hill Road (Closed Northbound only between A17 & a point 75m North)

Hungerdike Gate (Closed at junction with A151)

Cherry Tree Lane (Between Boston Road North & Penny Hill Road)

Welbourne Lane East (Full length)

Welbourne Lane North (Between A17/Welbourne Lane East & a point 50m North)

PERIOD OF RESTRICTION: 20/9/2021 to 10/12/2021

TRO2

Road Closure Order in place on:

Roman Bank (Between 125m & 275m West of Middle Marsh Road)

PERIOD OF RESTRICTION: 27/9/2021 to 15/10/2021

Appendix 3-

Open spaces chair report:

Chairman's initials.....

Although not quorate with voting members, we had an excellent meeting. We were able to discuss quite a few topics some of which appear as individual agenda items. We as a committee are working on a master plan for Carters Park which will include consulting with the public regarding a pump track, this has already been put out through our Facebook page and we are looking to source a grant to have inclusive play equipment. These will not be instant projects but ones that will evolve over time.

Letters have been sent to residents surrounding Netherfields and we have been overwhelmed by the response, so thank you everyone who has made the time to respond by email, telephone and returning the slips to Coubro Chambers.

We discussed a request by the Duck Rescue people who want to be able to assist injured ducks at our Nature Reserve and we are in discussion about this.

Appendix 3a-
Memorials and Burials

175X	Burial	Fuller
181NN	Exclusive right	
181OO	Burial	Ewing
187DD	Exclusive right	
CRA54	Burial	Collin
CRA55	Exclusive right	
139V	Memorial	Ward
161CC	Memorial	George
163U	Memorial	Oldfield
180LL	Memorial	Massey
184K	Memorial	Beresford
190J	Memorial	Crowson
B5	Memorial	Ashton
CRA54	Memorial	Collin
CRD34	Memorial	Candler
A9	Burial	Russell
126FF	Burial	Haynes

Appendix 4

Date	Planning No:	Description	from Cllrs	HPC response
				While there is no objection to the proposed dwellings being built on this site, I must raise local concerns as to the possible alternative use of the land owned by each plot to the rear.
				This land already has several caravans on it, which is not unusual given the build that will commence. However, what is unusual is that this land is firstly fenced off from the plots themselves, and that it has secure side access to it.
				I would request that SHDC are made aware of this, and that residents are concerned that the land may be used for longer term caravan occupancy which I would expect would be in breach of any planning requested.
30/06/2021	H09-0683-21	Demolish two greenhouses and build two houses		
01/07/2021	H09-0693-21	Convert 1st floor into 2 flats 59 High Street		
06/07/2021	H09-0707-21	Single storey rear and two storey side extension		
30/06/2021	H09-0674-21	Rear extension and alterations		
20 July 2021	H09-0768-21	Erection of shed		
22 July 2021	H09-0602-20	amendment to erection of 103 houses Northons Lane		
28 July 2021	H09-0784-21	Erection of 38 houses off Fen Road		
29 July 2021	H09-0800-21	Extension to Unit 11 Wrights Mews		
03 August 2021	H09-0819-21	Erection of 77 houses in Wignalls Gate		

Appendix 5-

OUTSTANDING PURCHASE ORDER LIST

Order No	Date	Cheque	Name	Description	Amount
243	03/07/2021	credit card	Microsoft 365	Computer Software and software licences	82.08
244	03/07/2021	credit card	Microsoft 365	Computer Software and software licences	22.56
246	04/07/2021		Whaplode service station	Fuel Oil	25.09
238	05/07/2021		Chandlers (Farm Equipment) Ltd	Parts for tractor	20.02
247	05/07/2021		Staff	Duck food	1.93
237	07/07/2021		Jewson Limited	Sundries	17.10
239	07/07/2021		Chandlers (Farm Equipment) Ltd	Parts for tractor	33.52
241	08/07/2021	credit card	QD	Sundries	7.47
248	08/07/2021	credit card	Value products	First aid	5.95
252	08/07/2021	credit card	Bailey Sports Therapy	First aid	3.59
250	09/07/2021	credit card	Aum Health Services Ltd	First aid	3.29
234	10/07/2021	credit card	Rookes Pet Supplies	Duck food	23.99
235	11/07/2021	credit card	Boyes &co ltd	Herbicides, Pesticides and Fertilisers	5.99
242	11/07/2021		Tonwood Home Hardware	Tools	11.99
240	12/07/2021		Chandlers (Farm Equipment) Ltd	Parts for tractor	661.53
249	12/07/2021	credit card	Amazon	First aid	23.07
251	12/07/2021	credit card	Industracare	First aid	3.25
253	12/07/2021	credit card	Guang zhou	Protective Clothing	24.97
260	12/07/2021		Chislett hire	Hire of Plant	50.40
259	14/07/2021	credit card	Ribbon Works	Sundries	53.04
258	15/07/2021	credit card	HDP medical	First aid	12.99
262	17/07/2021	credit card	Boyes &co ltd	Cleaning and cleaning supplies	10.98
236	20/07/2021		Spalding Cleaning services	Cleaning and cleaning supplies	23.00
254	20/07/2021	credit card	Wave	Water and Sewage	188.55
255	20/07/2021	credit card	Wave	Water and Sewage	29.86
261	20/07/2021	credit card	Barclaycard	Legal fees	32.00
245	23/07/2021		HM Customs & Revenue	NI and Tax	1,680.95
257	23/07/2021	credit card	BT Payment Services Ltd	Phone charges	64.31
265	23/07/2021	credit card	Brother	Printer cartridges	230.36
263	27/07/2021		Hargrave Agriculture Ltd	Sundries	8.30
264	27/07/2021		Tonwood Home Hardware	Sundries	59.41
266	27/07/2021		councillor	Cleaning and cleaning supplies	28.65
267	30/07/2021		Staff	Salaries	6,895.28
268	30/07/2021	direct transfer	Lincolnshire Commercial Maintainance	Grass cutting	2,464.80
273	30/07/2021	direct transfer	LC	Cleaning and cleaning supplies	132.00
256	31/07/2021	direct transfer	DTS	Locking up services	620.00
269	31/07/2021	direct transfer	councillor	Paint	36.00
271	31/07/2021	direct transfer	Whaplode service station	Fuel Oil	19.79
272	31/07/2021	direct transfer	Greenzone Facilities Management Li	Waste Disposal	291.60
274	31/07/2021	direct transfer	Branch bros	Wood	6.54
275	31/07/2021	direct transfer	Tonwood Home Hardware	Keys	4.99
276	31/07/2021	direct transfer	South Holland District Council	Rates	135.33
270	09/08/2021	direct transfer	Methodist church	Hire fees	30.00
Total					14,086.52

Signed Chairman.....

Chairman's initials.....

Appendix 5a-

	Bank Reconciliation at 30/07/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 30/07/2021		248,583.95
			364,247.15
	SUBTRACT Payments 01/04/2021 - 30/07/2021		72,456.08
A	Cash in Hand 30/07/2021 (per Cash Book)		291,791.07
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 07/07/2021	201,793.57	
	COIF 27/04/2021	50.00	
	Treasury Stock 01/06/2021	57,945.64	
	Business Saver Account 30/07/2021	27,786.12	
	Barclays Current Account 30/07/2021	3,000.00	
			292,635.33
	Less unrepresented payments		844.26
			291,791.07
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		291,791.07
	A = B Checks out OK		

Meeting of Holbeach Parish Council Monday 13th September 2021 at 19:00 at the Methodist Hall, Holbeach.

Present: Cllrs S Johnson, S Hutchinson, R Stevens, I Hutchinson, S Richardson, E McNally, P Sparkes, C Kenyon, P Howden, S Favell, J Spencer

County Cllr T Carter

Members of the Public: 2 members of the Public

Deputy Clerk: Brandi Rogan

Chairman: Cllr S Johnson

Open Forum:

A member of the Public asked the Council if the Beacon would be lit this year? Cllr I Hutchinson explain that the Council intend to light the Beacon on the Thursday and are planning to do something else on the Saturday. There is an agenda item to agree a meeting for public consultation. Another member of the Public asked where the Clerk is. Cllr S Johnson explained the reason why the Clerk was not present.

Meeting commenced at 19:03, Chairman Cllr S Johnson instated Standing Orders and welcomed everyone to the meeting.

2021/2 -68 Apologies for absence and reasons given.

Apologies and reasons given were received from Cllrs: Evelyn Penney, Dan Taylor and Rachel Flood and were accepted.

2021/2-69 Clerks Report

- a. The Deputy Clerk reported that the vacancy for Drove Ward following the resignation of Sandra Rickerby ended on the 3rd September 2021 with no 10 elector requests and is now available for co-option.
- b. The Deputy Clerk reported that we have received no applications. There are still three vacancies available. One for Hurn Ward and two for Town ward.
- c. Correspondence received- The Deputy Clerk reported that the Chairman had a conversation with a member of the public about a bench, it was referred to Fleet Parish Council as it was in their area.

2021/2 -70 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- No declarations of interest were received.

2021/2- 71 Minutes of previous Meeting – It was proposed, seconded and **agreed** that the notes of the meetings of 9th August 2021 and 16th August 2021 are accepted as minutes.

2021/2 -72. Police, County and District Matters

- (a) Police- see appendix 1
- (b) County- see appendix 2
- (c) District- see appendix 2

2021/2 -73 Highways Matters

- (a) Road Closures- see appendix 3

2021/2 -74 Open Spaces committee:

Report from Chairman Cllr R Flood received by Cllr I Hutchinson due to absence- see appendix 4

- a. It was proposed, seconded and **agreed** to allow the Duck Rescue Organisation (Waddles) to have a key to Fishpond Lane Nature Reserve to allow for the rescue of injured ducks, subject to it being at their own risk, a risk assessment being in place and always with a minimum of two people.
- b. It was proposed, seconded and **agreed** to allow line management access to the park siren as and when required.
- c. It was proposed, seconded and **agreed** to reconfirm the delegated powers used by the Open Spaces Committee regarding the temporary grass cutting

2021/2 -75 To agree to suspend Standing Orders to change the Terms of Reference for the Planning, Properties, Emergency Planning & Speeding Committee as follows: To give the Committee delegated powers to support or object to planning applications- It was proposed, seconded and **agreed** to suspend Standing Orders. It was proposed and seconded to change the Terms of Reference for the Planning, Properties, Emergency Planning & Speeding Committee as follows: To give the Committee delegated powers to support or object to planning applications with 2 votes for and 9 votes against. This was not agreed.

Chairman Cllr S Johnson reinstated Standing Orders.

2021/2 -76 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Chairman Cllr E McNally- see appendix 5

- a. The planning application responses were proposed, seconded and **agreed**.- see appendix 6
- b. To discuss the parking restrictions down Park Road- It was proposed, seconded and **agreed** to defer this item.

2021/2 -77. PR/IT Committee - Co-option of any interested Members- It was proposed, seconded and **agreed** to co-opt Cllr P Howden on to the committee

Cllr S Richardson reported that Cllr S Hutchinson is keeping Facebook updated and the committee hope to have a meeting this month.

- a. To discuss the Youth Council- Cllr S Richardson told members that he had spoken to the headteacher of UAH and had a lot of interest. Cllr S Richardson also spoke to the work experience student that the Council worked with, who was very interested to help. Cllr S Johnson asked that Cllr S Richardson keeps all members updated.

2021/2 -78 Events Committee

Report from Chairman Cllr I Hutchinson- see appendix 7

- a. The date for the Jubilee public meeting on Monday 11th October 2021 at 17:00 at the Methodist Hall' was proposed, seconded and **agreed**.
- b. To discuss and agree the marshalling for the Remembrance Day Parade on 14th November 2021 – Cllr I Hutchinson explained that despite a social media and press campaign, too few marshals had come forward and as things stand, the marching parade would not be able to go ahead. After much discussion, Cllr J Spencer said he would be able to get more marshals as did Cllrs: S Favell & S Richardson. Cllr I Hutchinson explained that a decision was urgent, so it was proposed, seconded and **agreed** to give all parties until next Monday to provide sufficient names otherwise the parade could not go ahead.

2021/2 -79 Finance Committee –

Report from the Chairman Cllr R Stevens

- a. The September payments list was proposed, seconded and **agreed**.- see appendix 8
- b. The Barclaycard payment was proposed, seconded and **agreed**.
- c. The bank reconciliation was proposed, seconded and **agreed**- see appendix 9
- d. It was proposed, seconded and **agreed** to purchase a post hole borer
- e. To agree to purchase a new office chair for the deputy clerk- It was proposed, seconded and **agreed** to make an amendment to the agenda item. It was proposed, seconded and **agreed** to purchase new office chairs for the deputy clerk and clerk.
- f. Budgets update- Cllr R Stevens reported that they have been able to go through most of the budgets looking forward to what we think we'll need for next year. We have also created a wish list for next year and need to make some priorities.

2021/2- 80 To agree the reviewed the Co-option Policy & application form- It was proposed, seconded and **agreed** to adopt the Co-option Policy and application form.

2021/2-81 To agree to change the venue of Parish Council Meetings to include the villages- It was proposed, seconded and **agreed** to change the venue of Parish Council meetings subject to the availability and cost.

2021/2-82 To agree to the date of the public meeting regarding floral displays (the Council are responsible for the Churchyard, War Memorial & Beacon)- It was proposed, seconded and **agreed** for 8th November 2021 at 17:00 for the public meeting.

2021/2 -83 HR, Health and Safety and Data Protection Committee – Co-option of any interested Members- It was proposed, seconded and **agreed** to co-opt Cllr s Favell on to the committee

Report by Chairman Cllr S Hutchinson - To resolve 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- It was proposed, seconded and **agreed** for the report to be taken to closed session.

- a. It was proposed, seconded and agreed to purchase “man down” devices for lone working
- b. The works to the Pavilion in Carters Park were proposed, seconded and **agreed**.
- c. To discuss and agree how to assist the Millennium Lighting committee with regard to insurance- Cllr I Hutchinson explained to all members that it would cost approximately £280 for an insurance company to cover Millennium Lighting Committee. This includes putting up the lights, while the lights are in situ and when being taken down up to £2 million. It comes with conditions that the committee have an electrician with their own public liability insurance on site when putting up/taking down the lights. After a discussion, it was decided to contact Millennium Lighting Committee with a proposal for the Council to cover the cost of the insurance and bring it back to full Council.

2021/2 – 84. Items for discussion and agenda item requests.
To discuss the parking restrictions down Park Road

2021/2 -85. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date of 11th October 2021 at 19:00 at the Methodist Hall, Albert Street was proposed, seconded and **agreed**.

Meeting Closed 20:20
Signed Chairman.....

Appendix 1-

During the summer holidays we have had a few incidents of Anti Social behaviour involving our teens. The main one being youths getting into the old boxing academy building and the SHDC yard on Fleet Street. Fire crews attended the boxing academy building as someone had started a fire at the location and our investigations are ongoing. However on the whole we have got off lightly compared with some other areas. We are still doing our best with the Fatal 4 priority but due to staffing levels we haven’t done as much as we would like. We will be looking at carrying this over for another quarter if this is what the local residents

want. We will be putting out a message via Facebook and Next door in due course. There have been several reports of thefts from building sites in and around our area.

Appendix 2-

County Cllr Tracey Carter reported that the Boston Road stabilisation work has not been completed. It's Flash Shop day this Thursday and this time it's focus is Holbeach Community Book Shop. There is then a few shops after that, ending the flashes with the Big Bang on the 4th November 2021. Literature is starting to go out to the businesses, it is the launch of Christmas shopping in Holbeach. It's not a Christmas fair, the focus is on the businesses in the town. Any questions anyone has on it please feed to Cllr Tracey Carter.

Appendix 3-

TRO1

Road Closure in place on:

Un-named track off Penny Hill Road (between 75m and 350m East of Penny Hill road)

Period of Restriction: 25/10/2021 to 08/11/2021

Reason for Restriction: Pothole Repairs

TRO2

Road Closure in place on:

Stotons Gate (Between Joys Bank and a point 20m North)

Joys Bank (Between 25m West and 25m East of Stotons Gate)

Period of Restriction: 20/09/2021 to 22/09/2021

Reason for Restriction: New Connection

Appendix 4-

Nature Reserve

There is a request by Waddles Duck Rescue to access the Nature Reserve, there will be some liabilities to the Council but to reduce those, the item is an agenda point.

The duck food machine is going to be put back up.

Dog Drove roadway

The Clerk has met with two contractors so far and their quotes are in the drive. Once all quotes are in, it will be included as an agenda item for a forthcoming meeting.

Bins

The Clerk is waiting to hear back from SHDC

Carters Park

Signage will be placed at the tennis courts to say “no Bikes”. New park opening hours are: 1st October to 31st March 8am & 1st April to 30th September 7:30am

Netherfield

We had a good response to both the delivered and online survey regarding the vehicular gates. The resounding response was to not open the gates for vehicles. We have applied to LCC for the free trees and we are awaiting their response.

Cemeteries

We are asking for quotes for the Chapel roof to be sheeted for the winter. We will come back to Council when these quotes are in. We are still waiting for a response from the Conservation Officer with confirmation as to the situation around whether we need permissions or not to do the work.

Grass Cutting

A contractor has been appointed to cut Park Road Cemetery, Carters Park & the Closed Churchyard, on a temporary basis until the end of October and on a two weekly cycle, this is covered in an agenda item.

Appendix 5-

We had a PPES meeting a couple of weeks ago. There was one application that was contentious. There were a few concerns, but there were no material facts so therefore had to put ‘no observations’. There was a discussion about the Chequers car park. Cllr p Sparkes has received money from SHDC for speeding. A few weeks ago we support a TRO request to reduce the speed limit on Joys Bank, this is being completed. Cllr I Hutchinson reported that the flat had been let. It was reported that Cllr E McNally and Cllr P Howden were appointed as Flood Wardens.

Appendix 6-

10 August 2021	H09-0828-21	alterations to telephone exchange to provide additional ventilation	no objection
19 August 2021	H09-0843-21	Erection of dwelling Northons Lane	No Objection
19 August 2021	H09-0857-21	Change of use from residential to offices Distillery Farmhouse	No Objection
18 August 2021	H09-0845-21	Retrospective change of use from paddocks to static caravans	concern from residents relating to the use of the paddocks for the requested use, but no observations
20 August 2021	H09-0832-21	Single storey extension 28 Park Road	no objection
02 September 2021	H09-0306-21	demolition of dining room to build consevatory	
09 September 2021	H09-0885-21	proposed conservatory part retrospective	

Appendix 7-

The events committee met again on the 20th August where we were joined by representatives from RBL. The arrangements for the parade were discussed and this is an agenda item for full council on Monday night.

The date for a public meeting to discuss the Jubilee celebrations next year was proposed and we will be looking for full council agreement on Monday. The proposed date is Monday

11th Oct at 5pm so can I encourage all members to let any groups they know that may want to be involved the details as the more people involved the better.

Plans for an event in Oct are underway, this will be a low key event involving decorating of shop windows and a trail for children to find items in the windows. More details will be given in our next report.

Appendix 8-

3 September 2021 (2021-2022)

**Holbeach Parish Council
OUTSTANDING PURCHASE ORDER LIST**

Order No	Date	Cheque	Name	Description	Amount
291	02/08/2021	credit card	one stop	Postage	15.84
292	02/08/2021	credit card	Amazon	Protective Clothing	25.48
289	03/08/2021	credit card	Microsoft 365	Computer Software and software licences	82.08
290	03/08/2021	credit card	Microsoft 365	Computer Software and software licences	22.56
293	03/08/2021	direct transfer	Hargrave Agriculture Ltd	Sundries	111.51
299	04/08/2021		Chandlers (Farm Equipment) Ltd	Mower	164.26
300	04/08/2021		Chandlers (Farm Equipment) Ltd	Mower	164.26
285	05/08/2021	credit card	Wave	Water and Sewage	35.52
287	07/08/2021	credit card	Tescos	Cleaning and cleaning supplies	3.20
288	09/08/2021	direct transfer	Scribe	Computer Software and software licences	584.40
279	10/08/2021	credit card	Wave	Water and Sewage	37.59
280	10/08/2021	credit card	Wave	Water and Sewage	24.01
284	12/08/2021	credit card	Cartridge People	Printer cartridges	81.90
286	12/08/2021	credit card	one stop	Black sacks	2.00
276	13/08/2021	credit card	Industrial Maintenance Supplies	Sundries	39.12
277	13/08/2021	credit card	Alannahs Accessories Ltd	Toilet supplies	37.50
278	13/08/2021	credit card	Ideal 365	Black sacks	74.48
282	14/08/2021	direct transfer	Spalding Cleaning services	Cleaning and cleaning supplies	23.00
281	16/08/2021	credit card	South Holland District Council	Fees	117.00
295	16/08/2021	direct transfer	Methodist church	Hire fees	30.00
298	18/08/2021		Kev Foreman	Roof repairs	2,022.00
297	19/08/2021		one stop	Postage	31.68
294	23/08/2021	direct transfer	HM Customs & Revenue	NI and Tax	1,697.80
305	30/08/2021	credit card	Tescos	Tea coffee etc	3.65
306	30/08/2021	credit card	Tescos	Computers	11.00
302	31/08/2021	direct transfer	DTS	Locking up services	620.00
304	31/08/2021	credit card	Tescos	Tea coffee etc	3.65
307	31/08/2021	direct transfer	LC	Cleaning and cleaning supplies	66.00
308	31/08/2021	direct transfer	Lincolnshire Commercial Maintenance	Grass cutting	2,410.20
309	31/08/2021		Greenzone Facilities Management Li	Waste Disposal	233.28
303	01/09/2021		South Holland District Council	Rates	132.00
310	03/09/2021		Unitye Waste Ltd	Allotment Work	8,151.25
311	03/09/2021		PKF Littlejohn	Audit fees	720.00
296	13/09/2021	direct transfer	Methodist church	Hire fees	30.00
301	23/09/2021	direct transfer	Staff	Salaries	5,809.24
Total					23,617.46

Signed Chairman.....

Chairman's Initials

Appendix 9-

Bank Reconciliation at 01/09/2021		
	Cash in Hand 01/04/2021	115,663.20
	ADD Receipts 01/04/2021 - 01/09/2021	251,723.09
		367,386.29
	SUBTRACT Payments 01/04/2021 - 01/09/2021	88,469.14
A	Cash in Hand 01/09/2021 (per Cash Book)	278,917.15
Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00
	Barclays (ring fenced funds) 27/07/2021	2,060.00
	Barclaycar credit card 18/06/2021	0.00
	CCLA Account 31/08/2021	181,800.98
	COIF 27/04/2021	50.00
	Treasury Stock 01/06/2021	57,945.64
	Business Saver Account 31/08/2021	34,015.07
	Barclays Current Account 31/08/2021	3,636.65
		279,508.34
	Less unrepresented payments	591.19
		278,917.15
	Plus unrepresented receipts	0.00
B	Adjusted Bank Balance	278,917.15
A = B Checks out OK		



Minutes of the meeting of Holbeach Parish Council Monday 11th October 2021 at 19:00

Present: Cllrs: S Johnson, S Hutchinson, R Stevens, P Sparkes, R Flood, I Hutchinson, E McNally, E Penney, S Favell & P Howden

Clerk: Jan Hearsey

Members of the Public

Chairman Cllr S Johnson opened the meeting at 19:00

Public Forum:

Cllr S Johnson welcomed all to the meeting.

A Parishioner from Fleet asked if, as agenda item 2021/2-99 was going into Closed Session, will this be at the end of the meeting? Cllr S Johnson replied, yes.

A Parishioner from Fleet, spoke at length of his sadness that there will not be a Remembrance Parade in Holbeach this year. He spoke of the importance of honouring our war dead and injured serviceman. He went on to say that he is disgusted that in his opinion the Council could not find time to organise a marching parade which allowed all to walk together. He said that words cannot express his shame and disgrace and that he will never forgive the Council.

In Response, the Secretary of the Royal British Legion pointed out that there will be a Parade this year, albeit a static one. She went on to point out that The Royal British Legion Remembrance is to honour everyone who has been affected by conflict, for example acts of terrorism including the victims of the Manchester bombings.

Chairman Cllr S Johnson instated Standing Orders and the meeting commenced at 19:13

2021/2 -86 Apologies for absence and reasons given.

Apologies were received from Cllrs: D Taylor & C Kenyon which were proposed seconded and **agreed**

Cllr J Spencer was absent without apologies

2021/2-87 Clerks Report

- a. Update on vacancy for Town Ward following the resignation of Sam Richardson.
– Waiting for confirmation from SHDC that we can co-opt this vacancy
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward – No application yet received
- c. Update on other venues for the monthly meetings (Deputy Clerk) – In the absence of the Deputy Clerk, this item was deferred
- d. Correspondence received – Confirmation received from BT that we can now adopt the phone box. – There has been a meeting of the Welcome Back Funding Steering Group and Council will be updated in due course. Letter received from

Sir John Hayes regarding Remembrance – our response is as per the paperwork distributed to each Member – **Appendix 1**

2021/2 -88 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

Declaration of non-pecuniary interest were received for agenda item 2021/2 – 92 (a) from Cllrs: S Johnson, I Hutchinson & S Hutchinson

2021/2- 89 Minutes of previous Meeting – The notes of the meetings of 13th September 2021 were proposed, seconded and **agreed** as minutes.

2021/2 -90. Police, County and District Matters

(a) Police – There had been two incidents of drug taking in the cemetery, the Police think they know who it is. The Police have launched a “air freshener campaign”

Appendix 2

(b) County – No report submitted

(c) District – No report submitted – Cllr S Hutchinson asked a question to be put forward to the SHDC. It would appear they have entered into a contract to the value of £15,000 from the Welcome Back Fund to place footfall monitors in Holbeach & Spalding for three years, which is part of the Town Improvement Plan, however the Steering Group was not made aware of this nor was Holbeach Parish Council and how will this benefit the community?

2021/2 -91 Highways Matters

(a) Road Closures -See **Appendix 3**

2021/2 -92 Open Spaces committee:

Report from Chairman Cllr R Flood – see **Appendix 4**

a. It was proposed, seconded and **agreed** to instruct the parks team not to use the land adjacent to Battlefields allotments. Cllr E Penney asked why the timber had been left when the shed was removed, Cllr R Flood explained the Parks Team would do this in due course.

b. It was proposed, seconded and **agreed** to allow a local historian continued access to our burial and cemetery records

c. To discuss the parking restrictions down Park Road – The clerk is to contact LCC to ask about the viability of place a Zebra crossing at the point where the park and cemetery are opposite one another.

2021/2 -93 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Chairman Cllr E McNally – The committee had discussed the planning issue around the application near The Chequers. Cllr P Sparkes reported where the SID's were deployed and Cllr I Hutchinson reported that there was a room vacant at Coubro and if it could be let before the end of the lease the tenant will be let off the remainder of the lease.



- a. To agree the planning application responses – it was proposed, seconded and **agreed**, not to comment on the planning responses
- b. It was proposed, seconded and **agreed** to move the management of all buildings (bricks and mortar) into the Planning, Properties, Emergency Planning & Speeding Committee
- c. To discuss and agree grants for defibrillators – Chosen had offered a defibrillator for the phone box. Cllr S Favell to put together a proposal
- d. It was proposed, seconded and **agreed** to instruct the contractor with the lowest quote and shortest time-scale, to go ahead with repairs to the Cemetery Chapels roof subject to the Government tender process.

2021/2 -94. PR/IT Committee

- a. To elect a Chairman of PR/IT -It was proposed, seconded and **agreed** to elect Cllr P Howden as Chairman of PR/IT
- b. To co-opt any interested members to the committee – none were forthcoming
- c. Youth Council – this needs taking forward, defer to next PR/IT Committee meeting

2021/2 -95 Events Committee

Report from Chairman Cllr I Hutchinson – See **Appendix 5**

- a. Update from the public Jubilee meeting – About 20 people attended the meeting and some good suggestions came from this. It is anticipated a second meeting to take place in January
- b. To co-opt any interested members to this committee – It was proposed, seconded and **agreed** to co-opt Cllr P Howden to the Committee

2021/2 -96 Finance Committee –

Report from the Chairman Cllr R Stevens – See **Appendix 6**

- a. The October payments list totalling £15,807.86 was proposed, seconded and **agreed** – see **Appendix 7**
- b. The bank reconciliation was proposed, seconded and **agreed** -see **Appendix 8**
- c. Budgets update – These are being worked on and all will be ready for the next meeting.
- d. It was proposed, seconded and **agreed** to give permission to the RFO to audit the accounts of a local charity, in her own time for no fee.

2021/2- 97 To agree to grant a parishioner of Holbeach St Johns permission to erect appropriate flags at appropriate times at the War Memorial in Holbeach St Johns subject to the necessary insurance and risk assessments being in place.

It was proposed, seconded and **agreed**

2021/2-98 To agree to cover the cost of the Millennium Lighting Committee insurance

It was proposed, seconded and **agreed**

2021/2 -99 HR, Health and Safety and Data Protection Committee

Report by Chairman Cllr S Hutchinson - To resolve 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 - It was proposed seconded and agreed

- a) Update on pavilion works – Works needed to be done for H & S. Work had been done to open up the two sides, a meeting had taking place and the Park team had given a list of what is required (COSHH cupboards etc). Cllr E Penney claimed that asbestos had been found in the building, Cllr S Hutchinson explained that it was old artex and had been dealt with appropriately. Cllr R Stevens explained that HM Government website recommends plastering over. Cllr S Hutchinson said that as a precaution it would be boarded. Cllr R Stevens asked Cllr E Penney why she had not flagged this up before and Cllr S Johnson enquired from where she had found this information. Cllr S Johnson said that Council had demonstrated how it reacts to asbestos with the way in which the allotments were handled. Cllr E Penney said it had been reported before but did not know when.
- b) To agree the quotation for works to the pavilion -It was proposed, seconded and **agreed** 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 - The price from S Lewis was proposed, seconded and **agreed**

2021/2 – 100. Agenda item requests.

To discuss the parking in the High Street
Update on parking in Park Road

2021/2 – 101 It was proposed, seconded and **agreed** that the meeting dates for 2022 as follows:

17/01/22 – 14/02/22 – 14/03/22 – 11/04/22 – 09/05/22 – 13/06/22 – 11/07/22 – 08/08/22 – 12/09/22 – 10/10/22 – 14/11/22 – 12/12/22

2021/2 -102. Confirm date and venue of next Parish Council Meeting

- (a) It was proposed, seconded and **agreed** that the next Parish Council Meeting date of 08th November 2021 at 19:00 at the Methodist Hall, Albert Street – Public open meeting to discuss floral displays at 17:00

Meeting closed at 20:00

Signed Chairman.....Date.....

Appendix 1

Dear Sir John,



Thank you for your letter regarding the Holbeach Remembrance Parade. Whilst the Council's statements have appeared in the press and social media, it may be of help to you if I "fill in the details".

The Remembrance Parade was mentioned before the Annual Parish Council Meeting in May. As Members' had voted to form committees, and one of those was events, it was decided to discuss the Remembrance Parade in their first meeting which took place on the 15th May 2021 and the minutes for that agenda item are:

EC-2021/2-6 Briefing from Cllr Spencer on the Royal British Legion Parade.

The Clerk is to contact L. Chapman Davies regarding road closure. Important to walk the route regularly to update the risk assessment. Space needed for signs storage. Diarise two weeks before parade for warning signs to be deployed. Beware of Covid restrictions. Clerk to start road closure. Contact list to invite. Assemble from 13:30 on 7th November and leave community centre at 14:00. Hold afternoon tea with Holbeach Town Band playing music in the community centre.

Clerk to check insurance. Letters need to be sent two weeks prior to those living on the route and effected by the road closure. Cllr I Hutchinson to contact community centre.

As you can see, I was tasked with contacting the RBL to ask for the documentation that was previously submitted by them to close the roads etc.

I sent various emails which went unanswered.

At our next Events Committee meeting on 12th June, the following was minuted:

EC-2021/2- 13 Update on remembrance parade

The Clerk is waiting to hear back from the RBL regarding the requirements for the road closure. JH to email RBL saying there is a deadline of 01/07/2021. Copy Cllr J Spencer into this email. Cllr E Penney has spoken to a gentleman who can supply a field gun for a display at the Community Centre. Cllr I Hutchinson has provisionally booked the Community Centre and J Hearsey has spoken with a Church representative.

As you can see, I was finding it very difficult to extract any kind of response from the RBL.

At our next Events meeting on 8th July

EC-2021/2- 22 Update on remembrance parade and Road closure

The office had now received the paperwork from the RBL. The road closure procedure appears to have changed. The parade is on the 14th November 2021, the road closure needs to be submitted at least 13 weeks before. Ask Full Council if anyone knows of an area to store RBL signs etc.

As you can see, the original date given was incorrect and the procedure had completely changed from the last time the RBL had organised the event.

At our Events meeting on 30th July

EC-2021/2-33 Update on Remembrance Parade

The road traffic order has been applied for and Jan Hearsey is in contact with LCC. Cllrs: I Hutchinson, S Hutchinson and D Taylor along with J Hearsey will undertake the parade training with LCC. All invite letters to the parade to go out in September.

We were then told by LCC that only two people could attend the training and that the training would be on the 20th October. The two who attended would then need to pass on this training to the other marshals. I contacted LCC to ask how many marshals, signs etc we would need. I was informed that these details would be given to us on the 20th October. As that date was a mere three weeks prior to the Parade, I explained that I would need the information, sooner rather than later. I then asked if they had contact details of a Parish Council that had previously completed the documentation and could guide me, and they suggested Pinchbeck. I have to say that the Clerk there was extremely helpful and sent over all her documentation. After subsequent conversations with our insurers, it transpired that all marshals had to be Parish Council volunteers and that we needed a large number of marshals due to the length and amount of adjoining roads in the Parade.

At our Events meeting on 20th August

EC-2021/2- 40 Update on the Remembrance Day Parade

*Mrs E Davies-Chapman explained that she had booked and paid a deposit for the band back in February. The Clerk explained that if the RBL organised the band, the Parish Council would require their risk assessment, Covid risk assessment and copy of their insurance. The Clerk said that the Road Traffic Order had been applied for and that herself and Cllr S Hutchinson were attending the LCC training on the 20th October. She had contacted another Parish Council who were assisting her with the organisation. An Events Notification Form needed to be completed and the number etc of marshals had to be noted on this form. The Parade would need in excess of 20 marshals, there being two at every roadblock and one where the roadblock was on a cul-de-sac. The Parish Council would be responsible for the Parade. Mr R Kirk said that he could provide 10 marshals. Mr J Johnson said that few Councils had Parades, most had just services. Cllr I Hutchinson pointed out that it may be necessary to shorten the parade or not have one. Mrs E Davies-Chapman said that she could not pass on contacts of the organisations normally involved due to Data Protection issues. It was **agreed** that Mrs E Davies -Chapman would meet with the Clerk as soon as possible in order to find a solution. – Mrs E Davies-Chapman, Mr J Johnson & Mr R Kirk left the meeting.*

The Committee had invited the secretary of the RBL and the County representative of the RBL along with a member of the public who had previously helped the RBL with marshalling.

By the time we reached our Full Council meeting on the 13th September we were faced with a dilemma, we had put out a call through social media and the press, and via word of mouth that we were desperately seeking people to come forward as marshals, but that they would need to be trained (our insurance pre-requisite), if the required number of marshals did not come forward, it would result in a cancellation of the event. A plea was made for a stay of execution for a period of one week whereby a councillor assured the meeting, that marshals would be forthcoming. We received emails from various sources along with lists of names and contact numbers, it should be noted that some names were repeated. Our Chair of the Events Committee sent a text message to all the names that were sent in (we are now aware that three names were not contacted), this was a twofold approach: 1 we needed to ascertain if the person was available for training, and 2, we needed to find out if the person was actually aware, and indeed had given their permission for their name to be put forward.

At the agreed extension time, we did not have sufficient marshals to safely run the parade. This would have been the same outcome even if the missed three marshals had been contacted. I myself met with the secretary of the RBL Holbeach Branch and our Chair of Events Committee and

after much sole searching, we had no alternative but to make these years parade a static one as opposed to a marching one.

At our Events meeting on 23rd September

EC-2021/2- 49 Update on the Remembrance Day Parade

The Parade this year will be a static one, the road will be closed between Albert Street & Market Hill. We have been informed today that the Church Service will be an outdoor one. Letters going out tomorrow to local groups and they will ask for minimum numbers this year. Council training is on the 20th October and marshal training will be on the 25th October.

In conclusion, it would be prudent to add that although HM Government no longer has Covid restrictions in place, South Holland District Council's Safety Advisory Group, for whom we have to complete an Events Notification Form, do require a Covid Risk Assessment. It should also be noted that All Saints Church in Holbeach are not permitting our Veterans having a service of Remembrance in their Church, but it will be an external service this year.

The Royal British Legion have decided that the responsibility of Remembrance Parades will now fall to Civic Authorities to Organise due to a lack of Insurance. We have worked tirelessly to try and fulfil this, however, due to County and District Council restrictions and lack of local support, we were faced with the extremely sad task of having to only have a static parade this year.

I do feel that Holbeach Parish Council is being vilified as we are not alone in being faced with this very difficult decision, according to the Chair of Lincolnshire RBL, very few Councils' are able to hold marching parades.

I finish by requesting that, as you are now fully aware of all the facts (our meetings are recorded and posted to YouTube), that we can count of your full support.

Appendix 2

I'd like to ask for your help once more with a new campaign which launches tomorrow. If you are able to help share the message within your Parish to push the campaign out as broadly as possible, eg sharing via social media, or via newsletters to residents.

Our new road safety campaign will urge drivers to "Belt up. Hang up. Ease up." every time they step inside their vehicle. We're offering free air fresheners for members of the public, with each featuring a simple message to give people pause for thought before they set off on their journey. The air fresheners are jasmine-scented, feature a red outline to represent a "stop" sign, and three icons representing each theme, along with the slogan.

The air fresheners have been sent to stations around the county (full list below), and local PCSOs at some of the smaller stations will also have them, and if needed I can post some out to you.

Appendix 3

Dropped kerb installation: Cross Street (Between Albert Street And Church Walk) – 01/11/21

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on:

- Roman Bank (Between Washway Road & a point 630m East)
- Roman Bank (Between Old Sluice Road & a point 300m West)
- Roman Bank (Between Clough Road & Star Lane)
- Roman Bank (Between Star Lane & Middle Marsh Road)

PERIOD OF RESTRICTION: 15/11/2021 to 18/11/2021

Holbeach Drove – Langary Gate Rd – surface dressing

Holbeach St Marks – St Marks Rd – surface dressing

01/11/21 – 17/01/22

High Street (Between B1168 and a point 5m west of Albert Street) 14/11/21

Appendix 4

I begin with welcoming our new groundskeeper and we look forward to working together

Carters Park

The siren has stopped working and it was decided to leave it as it is and it will be reviewed at our next meeting.

Cllr I Hutchinson has met with an inclusive play equipment company and will come back to the committee when their report is ready.

We have been alerted to a diseased tree in the dog run and we are organising for its removal.

Cemeteries

A list will be made of all benches and their locations.

A winter plan of action for maintenance at Park Road cemetery is beginning.

There has been some antisocial behaviour in the cemetery, which the Clerk has already covered in her report.

Allotments

Someone has repaired the roadway at Dog Drove, so thank you to whoever it was.

There has been reports of rubbish being dumped at Battlefields. A notice has gone to each allotment holder with their invoice.

Appendix 5

The events committee will be running a Halloween duck trail in the shop windows during half term week where children will have to find 8 Halloween themed ducks and say which window they found them in. If they bring in the correct answers to the office they can collect their treat. We would like to open the office up on Saturday 23rd and Saturday 30th for a few hours to allow children to come and collect their treats , if anyone would like to volunteer to cover for a couple of hours on either day please let me know. Thank you to Cllr Evelyn Penney for creating the Halloween ducks for us.

I think enough has been said about the remembrance parade . The training for marshals will take place on 25th October.

The date has been set for next year's car show ,it will take place on Sunday 24th July at Holbeach Primary Academy field.

Appendix 6

This months monthly meeting it was agreed in addition to the normal monthly tasks to carry out asset tagging and approved a process to authorise full council approved payments.

Working as a team enabled the Finance team to all work towards the same goal and I thank them all.

An account has been opened with the Government Tendering process

Appendix 7

435	computer equipment and lice	03/09/2021	Barclaycar credit card	credit card	Computer Software and softwa	Microsoft 365	S	68.40	13.68	82.08
436	computer equipment and lice	03/09/2021	Barclaycar credit card	credit card	Computer Software and softwa	Microsoft 365	S	18.80	3.76	22.56
502	rent Holbeach Bank playing f	06/09/2021	Barclays Current Acco	direct transfer	Rent	Crown Estate re carter Jonas	E	732.51		732.51
508	Sundries/Service, Maintenanc	06/09/2021	Barclays Current Acco	direct transfer	Sundries	Jewson Limited	S	5.54	1.11	6.65
503	stationary & IT Sundries offic	09/09/2021	Barclaycar credit card	credit card	Signs	Spinnaker Products Ltd	S	7.32	1.47	8.79
504	Sundries/Service, Maintenanc	09/09/2021	Barclaycar credit card	credit card	Signs	Spinnaker Products Ltd	S	7.32	1.47	8.79
547	office building cleaning	11/09/2021	Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	Spalding Cleaning services	E	23.00		23.00
444	cemetery fees cemeteries Pi	13/09/2021	Barclays Current Acco	direct transfer	Cemetery fees	Gary Warner	Z	50.00		50.00
544	Service, Maintenance & Repa	14/09/2021	Barclays Current Acco	direct transfer	Sundries	Branch bros	S	5.82	1.16	6.98
526	Fuel cemeteries	19/09/2021	Barclaycar credit card	credit card	Fuel Oil	Whaplode service station	S	17.72	3.54	21.26
527	Fuel carters park	19/09/2021	Barclaycar credit card	credit card	Fuel Oil	Whaplode service station	S	17.72	3.55	21.27
500	Duck food machine	20/09/2021	Barclaycar credit card	credit card	Duck food	Food4wildbirds	E	70.00		70.00
505	rent allotments	21/09/2021	Barclays Current Acco	direct transfer	Rent	Savills	Z	390.00		390.00
427	National Insurance office adr	23/09/2021	Barclays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	E	874.26		874.26
428	NI/ PAYE carters park	23/09/2021	Barclays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	E	-196.80		-196.80
429	National Insurance cemeterie	23/09/2021	Barclays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	E	432.35		432.35
430	National Insurance litter pick	23/09/2021	Barclays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	E	71.61		71.61
510	Sundries/Service, Maintenanc	24/09/2021	Barclaycar credit card	credit card	Cleaning and cleaning supplies	UK Business Supplies	S	29.10	5.82	34.92
511	Sundries/Service, Maintenanc	24/09/2021	Barclaycar credit card	credit card	Signs	KCPM Display	S	2.24	0.45	2.69
512	Repairs/servicing machinery/	24/09/2021	Barclaycar credit card	credit card	Sundries	FR Jones & Sons	S	27.18	5.44	32.62
513	Repairs/servicing machinery/	24/09/2021	Barclaycar credit card	credit card	Sundries	Gateshead Lawnmower Cent	S	21.52	4.30	25.82
514	Service, Maintenance & Repa	24/09/2021	Barclaycar credit card	credit card	Cleaning and cleaning supplies	UK Business Supplies	S	29.10	5.82	34.92
515	Service, Maintenance & Repa	24/09/2021	Barclaycar credit card	credit card	Signs	KCPM Display	S	2.23	0.45	2.68
516	Vehicle & plant repairs & ser	24/09/2021	Barclaycar credit card	credit card	Sundries	FR Jones & Sons	S	27.17	5.43	32.60
517	Vehicle & plant repairs & ser	24/09/2021	Barclaycar credit card	credit card	Sundries	Gateshead Lawnmower Cent	S	21.52	4.31	25.83
519	pest control nature reserve	27/09/2021	Barclays Current Acco	direct transfer	Pest Control	Healthguard Ltd	S	160.82	32.16	192.98
520	office building cleaning	27/09/2021	Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	LC	E	132.00		132.00
528	computer equipment and lice	29/09/2021	Barclays Current Acco	direct transfer	Electrical work	Steve Lewis	S	22.20	4.44	26.64
529	Sundries/Service, Maintenanc	29/09/2021	Barclays Current Acco	direct transfer	Electrical work	Steve Lewis	S	22.20	4.44	26.64
530	Grass cutting Holbeach St Jo	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	340.00	68.00	408.00
531	Grass cutting	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	120.00	24.00	144.00
532	Grass cutting Holbeach Bank	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	375.00	75.00	450.00
533	Grass cutting Netherfield	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	312.50	62.50	375.00
534	Grass cutting Holbeach Hum	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	225.00	45.00	270.00
535	Grass cutting Holbeach St M	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	340.00	68.00	408.00
536	Grass cutting	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	440.00	88.00	528.00

538	Waste services	30/09/2021	Barclays Current Acco	direct transfer	Waste Disposal	Greenzone Facilities Manager	S	194.40	38.88	233.28
539	Sundries/Service, Maintenanc	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	84.00	16.80	100.80
540	Service, Maintenance & Repu	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	317.00	63.40	380.40
541	Sundries/Service, Maintenanc	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	84.00	16.80	100.80
542	Service, Maintenance & Repu	30/09/2021	Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	317.00	63.40	380.40
523	locking/unlocking/security ce	30/09/2021	Barclays Current Acco	direct transfer	Locking up services	DTS	E	300.00		300.00
524	locking /unlocking /security c	30/09/2021	Barclays Current Acco	direct transfer	Locking up services	DTS	E	300.00		300.00
525	IT	30/09/2021	Barclays Current Acco	direct transfer	Sundries	Office Furniture Online	S	120.00	24.00	144.00
545	New equipment/machinery	30/09/2021	Barclaycar credit card	credit card	equipment	FR Jones & Sons	S	425.11	85.02	510.13
546	New equipment/machinery	30/09/2021	Barclaycar credit card	credit card	equipment	FR Jones & Sons	S	425.10	85.02	510.12
543	Net Pay office admin	23/10/2021	Barclays Current Acco	direct transfer	Salaries	Staff	E	7,069.28		7,069.28
Total								14,881.24	926.62	15,807.86

Appendix 8

A	Bank Reconciliation at 01/10/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 01/10/2021		258,850.60
			374,513.80
	SUBTRACT Payments 01/04/2021 - 01/10/2021		122,691.59
	Cash in Hand 01/10/2021 (per Cash Book)		251,822.21
	Cash in hand per Bank Statements		
	Cash	27/04/2021	0.00
	Barclays (ring fenced funds)	27/07/2021	2,060.00
	Barclaycar credit card	18/06/2021	0.00
	CCLA Account	31/08/2021	181,800.98
	COIF	27/04/2021	50.00
	Treasury Stock	23/09/2021	60,037.46
	Business Saver Account	27/09/2021	13,073.93
	Barclays Current Account	01/10/2021	2,857.90
			259,880.27

Minutes of the meeting of Holbeach Parish Council, Monday 8th November 2021 at 19:00

Present: Cllrs: S Hutchinson, R Stevens, I Hutchinson, R Flood, S Favell, P Howden, P Sparkes & C Kenyon

Clerk: Jan Hearsey

Deputy Clerk: Brandi Rogan

Members of the public.

Chairman Cllr S Hutchinson opened the meeting at 19:00

Public Forum

A member of the public asked that they had seen the cemetery chapels was on the agenda and can the council confirm how many tenders were received and was Welsh slate being used. Cllr S Hutchinson responded that three tenders had been received and the tender had been advertised on the Government website. The tender had been won by the company with the best price and lead time. The Conservation officer had given consent in writing that Welsh slate was not required as this was repair works.

Cllr S Hutchinson instated Standing Orders at 19:02

2021/2 -103 Apologies for absence and reasons given.

Apologies were received from Cllrs: S Johnson, E McNally, D Taylor & E Penney with reasons given, these were proposed, seconded and **agreed**
Cllr J Spencer was absent

2021/2-104 Clerks Report

- a. Update on vacancy for Town Ward available for co-option at the meeting of 13/12/2021. – this vacancy would be co-opted at the meeting on the 13th December 2021
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward – available for co-option – Mr Mark Murfet had applied to join the Council on Town Ward, Cllr S Hutchinson invited Mr Murfet to say a few words, it was then proposed, seconded and **agreed** to co-opt Mark Murfet to the Council, he duly signed his papers and took a seat at the table.
- c. Update on other venues for the monthly meetings (Deputy Clerk) – It was proposed, seconded and **agreed** to defer this agenda item until the Spring due to the dark evenings. The Deputy Clerk reported that St Marks Hall was not available. Cllrs P Howden & R Flood to pass on contact details for other venues.
- d. Correspondence received - Local Transport Plan consultation, forwarded the email to members for them to complete survey

2021/2 -105 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
None were received

2021/2- 106 Minutes of previous Meeting – It was proposed, seconded and **agreed** that the notes of the meeting of 11th October 2021 were minutes.

2021/2 -107. Police, County and District Matters

- (a) Police - Problems with drugs use in the toilets in Carters Park, being covered under Open Spaces and youth climbing on roofs of buildings. Complaint regarding parking and speeding Spalding Road, passed to Cllr T Carter. Reports of benches being moved in Park Road Cemetery
- (b) County – See appendix 1
- (c) District – See appendix 1

2021/2 -108 Highways Matters

- (a) Road Closures – See appendix 2

2021/2 -109 Open Spaces committee:

Report from Chairman Cllr R Flood – see appendix 3

- a. To review the locking up contract – It was proposed, seconded and **agreed to resolve 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.** – It was agreed to re tender the contract at the end of the current contract period.
- b. It was proposed, seconded and **agreed** to re-let the five allotments at Battlefields

2021/2 -110 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Vice- Chairman Cllr P Sparkes – see appendix 4

- a. To agree the planning application responses – the planning responses as per appendix 5 were proposed, seconded and **agreed**
- b. It was proposed, seconded and **agreed** to give the contractor keys to the Cemetery Chapels for the duration of the works. Cllr I Hutchinson pointed out that the start date had been delayed due to a shortage of materials.
- c. To discuss request from Parishioner at Holbeach Drove for a defibrillator – It was suggested that the enquirer contact Cllr N Pepper & Lives, Clerk to write to him.
- d. It was proposed, seconded and **agreed** that the properties, The Chequers, Old Market House, Calthropes and 6 High Street are recommended for inclusion in the Heritage Assets –
- e. To agree to request improved signage at Saturday Bridge – It was proposed, seconded and **agreed** to amend the proposal to: To write to LCC and voice

- concerns regarding speeding and the poor signage at Saturday Bridge, this was proposed, seconded and **agreed**. The Clerk to write to LCC
- f. To discuss the parking in the High Street – The Council was aware that County Cllr T Carter was raising the issue also. The problem stemmed from the vehicles using the take-aways and parking on double yellow lines and the pavement outside the church. It was decided to speak again to County Cllr T Carter and to agenda for next month to discuss Boston Road Car Park opening times.
 - g. Update on the parking in Park Road – The Clerk reported that she had been informed that requests had to come through a County Councillor and as such County Cllr T Carter was dealing with this matter. The Parish Council had been informed that pedestrian crossings were expensive. LCC will be carrying out a survey in the Spring. Members had asked to see LCC’s pedestrian crossing policy which the Clerk had received just prior to the meeting. The Clerk to contact LCC with times that the Council feels are suitable for the survey.

2021/2 -111. PR/IT Committee

Report by Chairman Cllr P Howden – The next meeting of the committee was to be on the 9th of December and an agenda of seven items has been agreed.

2021/2 -112 Events Committee

Report from Chairman Cllr I Hutchinson – see appendix 5

2021/2 -113 Finance Committee –

Report from the Chairman Cllr R Stevens – see appendix 6

- a. The November payments list of £36,009.34 was proposed, seconded and **agreed** – see appendix 7
- b. The bank reconciliation was proposed, seconded and **agreed** – see appendix 8
- c. The Barclaycard bill totalling £2,118.01 was proposed, seconded and **agreed**
- d. To agree the draft budgets for 2022/3 – Some items would have to be taken out as we do not want a large increase. We have to wait for the Tax Base to be set by SHDC in December and then we will know more. It was proposed, seconded and **agreed** the budgets in draft form.
- e. It was proposed, seconded and **agreed** to spend £500 for the additional SID
- f. It was proposed, seconded and **agreed** to the purchase of an RBL wreath and Grant to the RBL under Section 137 of the Local Government Act 1972.

2021/2- 114 It was proposed, seconded and agreed that the volunteers who maintain the war memorials at Holbeach St Johns and All Saints Church are volunteers of Holbeach Parish Council.

2021/2-115 It was proposed, seconded and agreed that all marshals at the Remembrance Day Parade are volunteers of Holbeach Parish Council for the period of the event.

2021/2 -116 HR, Health and Safety and Data Protection Committee

Report by Chairman Cllr S Hutchinson – It was proposed, seconded and agreed to resolve 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 - See appendix 9

- a) Update on pavilion works – Both the electrical work and the building work had been completed. The making of a rest area will be a future project.
- b) Update on asbestos in the pavilion – The minutes from the year 2000 to present had been read through and there was no mention of asbestos.
- c) To discuss ways of safety for the office staff – it was decided to discuss this item at the next HR, Health & Safety and Data Protection Committee meeting
- d) To discuss and agree the salary review – It was proposed, seconded and **agreed** to defer this item until such time as the Governing body had agreed the pay increase for the Clerk and Deputy Clerk, it was therefore not necessary to **resolve 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**

2021/2 – 117. Agenda item requests.

The request to open Boston Road car park in the evenings.

2021/2 -118. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date of 13th December 2021 at 19:00 at the Methodist Hall, Albert Street – preceded by a Public meeting at 17:00 to discuss the Floral Displays was proposed, seconded and **agreed**

Meeting closed at 19:57

Signed Chairman.....Date.....

Appendix 1

The main thing to update you on is that work to the beacon is in hand so I have no doubts that it will be ready in plenty of time for you for the Jubilee event. Will confirm once completed. Obviously any road closure for works you get sent so will be aware of them including the Fleet Street works outside of co-op (potholes) which is now scheduled. Various lighting work in the town has now been completed on a 24 hours turnaround after I raised a complaint after seeing the issue raised on Facebook rather than directly with me. The gully grating that was collapsed on Boston road(just up from holbeach tyres) is now completed, safe and replaced. Wignals dip in road now resurfaced including the kerb stones and gully work.

I also note on your agenda you have parking on high street on it to discuss. Just so you are aware I have already been having conversations in regards to this with the highways manager- particularly along the area opposite the church on High street- people parking along by irresistibles and chosen area, that then cause an issue for lorries or buses to pass when there is queue for the lights- so to let you know these conversations are already happening- early stages but are underway and have been for a few weeks. Will update Parish members with any relevant information as and when it becomes available on the matter.

Appendix 2

TRO's

Resurfacing Works

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on:

Hither Old Gate

PERIOD OF RESTRICTION: 6/12/2021 to 8/12/2021

Carriageway Maintenance Works

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on:

Wignals Gate

PERIOD OF RESTRICTION: 13/12/2021 to 24/12/2021

Emergency Collapsed Sewer Repairs

LOCATION & NATURE OF RESTRICTION:

Road Closure Order in place on:

Boston Road South (between Cecil Pywell Avenue & a point 80m North)

PERIOD OF RESTRICTION: 27/10/2021 to 16/11/2021

Appendix 3

We welcome another new member of our parks team who started on the 18th October.

The parks team have the chipper working and following the raising of the canopy in Park Road cemetery, they are going to chip the timber.

There was some minor vandalism to the toilets in Carters Park and youths were reported to be climbing on the roof. Someone had defecated in the urinals in the gents toilets.

Evidence of drug taking has been found on several occasions in the toilets. The police have been informed.

The committee have agreed the design of the inclusive swing that it should be a scoop type seat.

The trees from LCC will be arriving in January

Problems at Battlefield allotments with allotment holders bringing waste to the site, this is classed as fly tipping. Also waste being brought to the site to set fire too, both of these are against our allotment policy and the offenders have been contacted.

Cllr S Johnson has met with Waddles Rescue re the risk assessment.
All locks have been replaced in Carters Park and Park Road Cemetery
Work is underway to sell some redundant equipment

Appendix 4

- Planning applications were reviewed, and no objections made. A comment / concern regarding traffic relating to application H09-1094-21 was noted.
- A traffic and speeding update was provided. The SID is being rotated around the Parish, several TRO requests have been made to review speed limits and the facebook posts are being followed up.
- The urgent fire alarm works at Coubro were approved. Other works will be held over till next year.
- The cemetery chapel roof work is awaiting the delivery of slates.
- A draft budget was discussed and agreed to be submitted for the next financial year.
- A request to identify heritage assets within the parish was discussed and a small number of sited noted. These will be passed on.

Appendix 5

Remembrance parade Jan and Cllr S Hutchinson have attended the official training for parades and road closures run by LCC on 20th Oct. They have now delivered that training to all of the marshals.

A traffic management company has offered their services on the day to support our marshals which we are very grateful for.

Christmas

We will be running the window competition this year and we are asking businesses to have their windows ready for 26th Nov and there will be a public vote for the winner. We are also asking business to display an advent duck in their window for children to find. We will then reveal the location of a duck each day of advent and promote the business on social media. We have decided to focus on Jubilee preparation at our next meeting .

Appendix 6

Finance Report for full Council November 2021

Another very productive meeting. As part of the meeting we reviewed this years spend against budget and it became very clear that we are in danger of overspending. It is therefore recommended that any spend must be reviewed and where possible defer to the next financial year.

We have worked very hard looking at the budget for next year but unfortunately as SHDC do not release the numbers to enable the full precept to be calculated until late December. We have, however completed a draft budget for your perusal.

One of our goals for the future years it to ensure that our reserves meet the relevant financial guidelines and to ensure that we provide best value for our parishioners.

Appendix 7

**Holbeach Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
579	Sundries/Service, Maint	01/10/2021		Barclaycar credit card		Cleaning and cleaning sup	Tescos	S	2.32	0.47	2.79
564	computer equipment an	03/10/2021		Barclaycar credit card		Computer Software and s	Microsoft 365	S	18.80	3.76	22.56
565	computer equipment an	03/10/2021		Barclaycar credit card		Computer Software and s	Microsoft 365	S	61.29	12.26	73.55
580	postage office admin	05/10/2021		Barclaycar credit card		Postage	one stop	E	31.68		31.68
578	Personal Protective Equi	05/10/2021		Barclaycar credit card		Protective Clothing	Online Safety Supplies	S	25.35	5.07	30.42
572	Water/Sewage Holbeach	06/10/2021		Barclaycar credit card		Water and Sewage	Wave	E	25.50		25.50
570	Sundries/Service, Maint	07/10/2021		Barclays Current Acc		Repairs to Buildings	Hurco Ltd	E	570.00		570.00
571	Sundries/Service, Maint	08/10/2021		Barclays Current Acc		Repairs to Buildings	Hurco Ltd	E	693.63		693.63
577	postage office admin	08/10/2021		Barclaycar credit card		Postage	one stop	E	15.84		15.84
615	Service, Maintenance &	08/10/2021		Barclays Current Acc		Sundries	Branch bros	S	127.88	25.57	153.45
575	office building cleaning	09/10/2021		Barclays Current Acc		Cleaning and cleaning sup	Spalding Cleaning serv	E	23.00		23.00
573	donation	10/10/2021		Barclays Current Acc		Sundries	Royal British Legion Popp	E	40.00		40.00
574	Admin training inc CILCA	11/10/2021		Barclays Current Acc		Training and seminars	Lincolnshire Association	S	110.00	22.00	132.00
583	hire of venue office adm	11/10/2021		Barclays Current Acc		Hire fees	Methodist church	E	30.00		30.00
563	stationary & IT Sundries	11/10/2021		Barclaycar credit card		Printer cartridges	Cartridge People	S	166.58	33.32	199.90
569	rent allotments	13/10/2021		Barclays Current Acc		Rent	Farmer educational four	E	842.50		842.50
616	Water/Sewage office bu	14/10/2021		Barclaycar credit card		Water and Sewage	Wave	E	209.84		209.84
558	stationary & IT Sundries	15/10/2021		Barclaycar credit card		Stationery	Express labels	S	225.55	45.11	270.66
560	repair & maintenance off	15/10/2021		Barclays Current Acc		New Boiler	JMW Plumbing	S	50.00	10.00	60.00
561	repair & maintenance off	15/10/2021		Barclays Current Acc		New Boiler	JMW Plumbing	S	2,950.00	590.00	3,540.00
566	Service, Maintenance &	17/10/2021		Barclays Current Acc		Pest Control	Tonwood Home Hardwar	S	14.15	2.83	16.98
567	Repairs/servicing machi	18/10/2021		Barclays Current Acc		Repairs to Mowers	Chandlers (Farm Equipm	S	1,343.26	268.65	1,611.91
553	Insurance office admin	22/10/2021		Barclays Current Acc		Insurance	New Millennium Lighting	E	318.00		318.00
551	Repairs/servicing machi	22/10/2021		Barclaycar credit card		Equipment	Amazon	S	30.00	6.00	36.00
554	stationary & IT Sundries	22/10/2021		Barclaycar credit card		Stationery	Amazon	S	45.79	9.16	54.95
555	stationary & IT Sundries	22/10/2021		Barclaycar credit card		Stationery	Amazon	S	12.49	2.50	14.99
556	Personal Protective Equi	22/10/2021		Barclaycar credit card		Protective Clothing	Glendower Ltd	S	26.96	5.36	32.32
557	Personal Protective Equi	22/10/2021		Barclaycar credit card		Protective Clothing	Happy Store	S	11.49	2.30	13.79
576	National Insurance offic	23/10/2021		Barclays Current Acc		NI and Tax	HM Customs & Revenue	E	1,802.32		1,802.32
592	postage office admin	26/10/2021		Barclaycar credit card		Postage	one stop	Z	39.60		39.60
594	Sundries/Service, Maint	26/10/2021		Barclaycar credit card		Signs	Safety Signs 4 Less	S	17.95	3.59	21.54
597	Sundries/Service, Maint	28/10/2021		Barclaycar credit card		Locks and Keys	Amazon	S	247.67	49.53	297.20
598	Service, Maintenance &	28/10/2021		Barclaycar credit card		Sundries	Heartorigin Uk	S	39.97	7.99	47.96
599	office building cleaning	28/10/2021		Barclays Current Acc		Cleaning and cleaning sup	LC	E	165.00		165.00
611	Councillor training	29/10/2021		Barclays Current Acc		Training and seminars	Lincolnshire Association	S	33.75	6.75	40.50
603	Grass cutting Holbeach E	29/10/2021		Barclays Current Acc		Grass cutting	Lincolnshire Commercial	S	1,722.00	344.40	2,066.40
604	Sundries/Service, Maint	29/10/2021		Barclays Current Acc		Grass cutting	Lincolnshire Commercial	S	401.00	80.20	481.20
605	Sundries/Service, Maint	29/10/2021		Barclays Current Acc		Grass cutting	Lincolnshire Commercial	S	401.00	80.20	481.20
606	Sundries/Service, Maint	29/10/2021		Barclays Current Acc		Electrical work	Steve Lewis	S	1,630.00	326.00	1,956.00
608	Personal Protective Equi	29/10/2021		Barclays Current Acc		Protective Clothing	Mammoth Retail Group L	S	449.64	89.93	539.57
602	locking /unlocking /secur	30/10/2021		Barclays Current Acc		Locking up services	DTS	E	620.00		620.00
610	Waste services	31/10/2021		Barclays Current Acc		Waste Disposal	Greenzone Facilities Man	S	243.00	48.60	291.60
613	Fuel cemeteries	31/10/2021		Barclays Current Acc		Fuel Oil	West End Garage	S	13.00	2.60	15.60
614	grant or donation	31/10/2021		Barclays Current Acc		Grants	Royal British Legion Popp	E	270.00		270.00
617	Grass verge cutting	01/11/2021		Barclays Current Acc		Verge cutting	South Holland District Co	S	7,640.22	1,528.04	9,168.26
584	hire of venue office adm	08/11/2021		Barclays Current Acc		Hire fees	Methodist church	E	30.00		30.00
600	Net Pay office admin	23/11/2021		Barclays Current Acc		Salaries	Staff	E	8,609.13		8,609.13
Total									32,397.15	3,612.19	36,009.34

Appendix 8

A	Bank Reconciliation at 31/10/2021	
	Cash in Hand 01/04/2021	115,663.20
	ADD Receipts 01/04/2021 - 31/10/2021	271,061.80
	SUBTRACT	386,725.00
		150,273.47

	Payments 01/04/2021 - 31/10/2021		
	Cash in Hand 31/10/2021 (per Cash Book)		236,451.53
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 30/09/2021	181,805.02	
	COIF 27/04/2021	50.00	
	Treasury Stock 23/09/2021	60,037.46	
	Business Saver Account 31/10/2021	27,815.96	
	Barclays Current Account 31/10/2021	3,000.00	
			274,768.44
	Less unrepresented payments		38,741.91
			236,026.53
	Plus unrepresented receipts Adjusted Bank Balance		425.00
B			236,451.53
	A = B Checks out OK		

Appendix 9

The Christmas working arrangement have been agreed. Staff and Councillors to complete a medical form for emergencies. A member of staff remains off sick. The Deputy Clerk has had her appraisal. The Litter Pickers appraisal is due. The one month review of the new members of our team is also due.



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Minutes of the meeting of Holbeach Parish Council on Monday 13th December 2021 at 19:00 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, R Stevens, I Hutchinson, R Flood, P Sparkes, M Murfet, S Favell, T Wiltshire, P Howden Clerk: Jan Hearsey Deputy Clerk: Brandi Rogan	Cllr C Kenyon	Cllr E Penney
Public including Councillors	1 member of the public. 2 Members of the press.	C Cllr T Carter, D Cllr F Biggadike,	D Cllr N Worth, C Cllr P Coupland, D Cllr G Rudkin

Chairman Cllr S Johnson -explained that face coverings can be removed unless moving around the room. No members of the public wished to speak.

Chairman Cllr S Johnson instated Standing Orders at the meeting began at 19:01

2021/2 -119 Apologies for absence and reasons given.

Apologies were received from Cllr C Kenyon which were **agreed**
Cllr E Penney was absent without apologies

2021/2-120 Clerk

- a. Update on vacancies for Town Ward following the resignations of Eddie McNally, Dan Taylor & John Spencer – Eddie McNally & Dan Taylor’s vacancies are available for co-option at the January meeting. Waiting for the end of the ten elector request period for John Spencer’s vacancy
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward – available for co-option One candidate had submitted their papers, Timothy Wiltshire, he was proposed, seconded and **co-opted** on to the Council. The Chairman welcomed him and he signed his papers.
- c. Correspondence received -see appendix 1

2021/2 -121 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 I Hutchinson declared a pecuniary interest to agenda item 2021/2 – 125(c)

Cllr S Hutchinson declared a non -pecuniary interest to agenda item 2021/2 – 125(c)



Cllrs I & S Hutchinson & S Johnson declared a non-pecuniary interest to agenda item 2021/2 – 124 (c)

2021/2- 122 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 8th November 2021 as minutes.

2021/2 -123. Police, County and District Matters

- (a) To receive a report from the Police – see appendix 2
- (b) To receive a report from the County Council – see appendix 3
- (c) To receive a report from the District Council – see appendix 3

2021/2 -124 Open Spaces committee: To co-opt any interested Members' to the Committee – It was proposed, seconded and agreed to co-opt Cllr M Murfet to the committee

- a To receive the report from Chairman Cllr R Flood – see appendix 4
- b. It was **resolved** to agree the recommendation of the committee the wording of the Locking up contract and to send out
- c. It was **resolved** to agree to purchase the hand rail for the pavilion ramp
- d. It was **resolved** to agree to “save the date” for the use of Carters Park by Cllr Tracey Carter over the weekend of 2nd & 3rd July 2022 subject to confirmation of the nature of the event, and receipt of the Event Notification Form in due course
- e. It was **resolved** to instruct Roy Thorne solicitors as recommended by the committee for the legal work at Battlefields allotments.
- f. It was **resolved** to agree the out of hours and weekend emergency procedures
- g. It was discussed and **resolved** to agree to write to the neighbours at Holbeach Bank to explain we do not have an obligation or power to contribute financially to their fence
- h. It was **resolved** to agree to give the litter picker a key to the pavilion

2021/2 -125 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee -It was proposed, seconded and agreed to co-opt Cllr M Murfet

- a. To receive the report by Vice Chairman Cllr P Sparkes – see appendix 5
- b. It was **resolved** that the committee elects a member of the committee as Chairman of the committee, Cllr S Favell was proposed, seconded and **agreed** as Chairman of the committee
- c. It was **resolved** to agree the planning responses as no objection -see appendix 6
- d. It was **resolved** to agree the recommendation of the committee the cost of the fire alarm works at Coubro Chambers
- e. It was **resolved** to agree the cost of the works to create a hatch in the wall at Coubro Chambers if below £500



- f. It was **resolved** to agree to write to SHDC regarding the closing time of Boston Road Car Park and request that it remain open in the evenings/overnight

2021/2 -126. PR/IT Committee - To co-opt any interested Members' to the Committee – It was proposed, seconded and agreed to co-opt Cllr M Murfet

- a. To receive the report by Chairman Cllr P Howden – see appendix 7
- b. It was **resolved** to agree the recommendation of the committee for a photography competition via Facebook for a Holbeach calendar
- c. It was **resolved** to agree to serve notice on Ark ICT.
- d. It was proposed, seconded and **agreed** to amend the agenda item to: It was **resolved** to agree to have a stall at the Thursday market and other venues

2021/2 -127 Events Committee - To co-opt any interested Members' to the Committee – Cllrs: M Murfet, S Favell, R Flood & R Stevens were proposed, seconded and agreed to be co-opted onto the committee as non voting Members on a basis of helping for certain events

- a. To receive the report from Chairman Cllr I Hutchinson – see appendix 8
- b. It was **resolved** to agree to the recommendation of the committee for the road closure for the Jubilee on Saturday 4th June 2022 - see appendix 9
- c. It was **resolved** to agree the events calendar for 2022 – see appendix 10

2021/2 -128 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens – see appendix 11
- b. It was **resolved** to agree the December payments list totalling £17,478.66 – see appendix 12
- c. It was **resolved** to agree the bank reconciliation – see appendix 13
- d. It was **resolved** to agree the Barclaycard bill
- e. It was **resolved** to agree the recommendation of the committee, the draft budgets for 2022/3
- f. It was **resolved** to agree the recommendation of the committee, the tender for cleaning service
- g. It was **resolved** to agree the recommendation of the committee, the amount of the sale proceeds from the equipment be re-invested in new equipment.
- h. It was **resolved** to agree the recommendation of the committee, to pay staff salaries one week early in December
- i. It was **resolved** to agree the recommendation of the committee, the VAT review
- j. It was **resolved** to agree the recommendation of the committee, the purchase of the new accounts and administration software.
- k. It was **resolved** to agree the recommendations of the committee, the asset, inventory & disposal of assets policies.
- l. It was **resolved** to agree the vehicle insurance renewal premiums
- m. It was **resolved** to agree that Councillors should pay for costs involved when not attending pre-booked training

Cllr T Wiltshire left the meeting at 20:00



2021/2- 129 It was discussed and resolved to write to All Saints Church regarding their request for the Parish Council to pay for repairs to the clock, explaining that the Council does not have the budget

2021/2-130 It was resolved to decline the LCC verges contribution

2021/2- 131 It was resolved to agree for the Clerk to use Holbeach Parish Council documents for her CiLCA course

2021/2 -132 HR, Health and Safety and Data Protection Committee

- a. It was proposed, seconded and **agreed** to re-order the meeting to put this agenda item after 2021/2-134. Report by Chairman Cllr S Hutchinson - To resolve 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 Cllr S Hutchinson updated Members on a staffing issue.
- b. It was **resolved** to agree the recommendation of the committee the delegated powers of the Clerk – see appendix 14
- c. It was proposed, seconded and **agreed** to re-order the meeting to put this agenda item after 2021/2-134. It was **resolved** to agree the pay scale of the Clerk at scale 30 from April 2022- To resolve 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

2021/2 – 133. Agenda item requests.

None were requested

2021/2 -134. Confirm date and venue of next Parish Council Meeting

- (a) It was **agreed** to the next Parish Council Meeting date of 17th January 2022 at 19:00 at the Methodist Hall, Albert Street –

Meeting closed at 20:13

Signed Chairman.....Date.....

Appendix 1:

Issues with vandalism in CP reported to police
Cllr Carter has taken forward Council's complaint about parking in the High Street
LCC dealing with signage at Saturday Bridge
We now own the phone box

Appendix 2

We are looking for a new priority for the NPT for Jan-Mar so if anyone has anything which they feel would be good for the NPT to get their teeth into then please ask them to get in touch with us.



Currently we are receiving a high volume of calls regarding hare coursing.

- Hare coursing calls in October 2021 were less than half of that in October 2020. We believe this is because of the hard work put in by South Holland officers following our local response plan. We don't have confirmed figures in for November yet.
- A force rural crime team has been established, this is in its infancy and currently has a Sergeant and handful of PCs.
- Where we cannot prove hare coursing offences we still use ASB powers which consist of dispersals, taking dogs and issuing CPNWs.
- Locally on South Holland we have dedicated resources to Op Galileo meaning that on certain days we put out resources tasked just with hare coursing.
- We also have planned days of action involving local teams, special constabulary and spec ops.
- We regularly have support from our colleague in Spec Ops tasked with Op Galileo (hare coursing patrols) daily.

We have had a couple of commercial burglaries recently – one in Holbeach Drove and where high value power tools were taken and damage caused. Another reported on a Holbeach building site costing the victims many thousands of pounds.

Appendix 3

County

Boston road- back open as AW have now completed the work there,
As previously advised, I had already raised parking in the High Street as an issue and ideally wanting to extend the double yellow lines in the area opposite the Church- as when people park along there it causes tailbacks to the traffic lights due to not being able to get through- we therefore need to deal with it and stop the parking along that section where possible, particularly during the daytime when there is more traffic. I have submitted a TRO which has been accepted- it will then proceed to assessment. Will let you know any updates as it progresses.

Currently working with the local police in relation to parking in the evenings in town, mainly in relation to people parking on pavements causing issues for those with scooters or pushchairs needing to get by; causing them into the road to pass, which clearly isn't acceptable.

Working with the NHS Neighbourhood team in relation to Mental Health Services locally. We are meeting again in January to shape the localised offer further.

Stukeley Gardens- extensive clearing up and tidying up has now been successfully completed in there. I am currently putting together a new project for the site. Further details to follow next year.

District

Big Bang held. Lots of positive feedback and many of the shops felt the benefit and are keen to be involved in future year. Date confirmed for next year 5th November,

Another event planned for 2-3 July- over a weekend- currently finalising funding details and then will proceed to publicise,

Consultation is still open on the draft Climate Change Strategy- open until Wednesday 15th for anyone to submit their views. We are working on this alongside our two partner councils.



The "shop local" Shopping promotional scheme for Holbeach was drawn at the end of November and will run again during December- prize is €500. Many of the local shops are participating in the scheme and to take part in it you just need to shop and support the local businesses.

Supporting activities at two of the sheltered housing community centres- they are very well attended and proving extremely beneficial to the residents.

Christmas Clean- up is underway. Currently, Holbeach is the Y^d town on the cycle. It will be a several day focussed deep clean including litter picking, removal of weeds and graffiti, cleaning of street furniture etc.

Hearts of Holbeach Awards- final is livestreamed this week. 10 categories celebrating local champions and businesses.

A 3rd collection truck is aimed to be purchased so we can extend the garden waste scheme- final decision will be taken at Full Council in January- but anyone interested in going on the list can register their interests now. The 3rd truck will bring the service to an additional 5k households,

Ongoing resident issues across a variety of services in both Councils including planning, highways and benefits/ housing issues.

Working with the support of the ES team, I have now got the holbeach Christmas clean up 2nd on the cycle not 3rd- so therefore our Christmas clean up will be started next week so it is done sooner so everywhere is nicer earlier for residents shopping.

Appendix 4

There has been a spate of vandalism around the town which has resulted in graffiti on the toilet block in Carters Park, this has now been painted over by our Parks team. The toilets have been closed due to vandalism.

The Park's Team have now completed the installation of Galahad at Netherfield

The grass cutting contractor has now finished for the season.

The Parks team have been continuing the maintenance in Park Road cemetery. We are going to organise a meeting with the owners of the benches to reach an acceptable solution to the issues of unsociable behaviour.

The memorial garden in Hallgate is to be reduced in size.

The vacant plots at Battlefields have been let.

A review of the litter picking round had been carried out and all is well. Thanks to our litter picker.

Appendix 5

At the PPES committee on 23/11/21, the following points were raised, discussed and where necessary agreed.

Committee sought to elect a new chair following the resignation of Cllr McNally but was unable to. This forms item 2021/2-125 (b) on this agenda.

All planning applications were reviewed and considered, with comments being noted as required. None were objected to.

A speeding and SID placement report was given. SID locations for the next month were agreed.



it was agreed to relet Office 4 at Coubro on the same terms previously in place.
There was a discussion regarding the Bowls Club lease.
The returned draft budget was reviewed and agreed.
A representative from PPES was selected to attend finance committee meetings.
Agenda items for the next meeting scheduled for 22/12/21 were requested.

Appendix 6

Date	Planning No:	Description	from Cllrs	HPC response
24 November 2021	H09-1201-21	Single storey rear extension		No objection
25 November 2021	H09-1216-21	Conversion of archives room into 6 offices	1	No objection
	H09-1214-21	Change of Use of Public House/Hotel to Residential Dwelling		No objection
26 November 2021		Erection of detached dwelling (Plot 1) - approved under H09-0616-21. Modification of Condition 1 to allow amendments to previously approved plans.		No objection
30 November 2021	H09-1227-21	Proposed workshop and demolition of existing workshop		No objection
02 December 2021	H09-1232-21	Proposed extension & alterations		No objection
02 December 2021	H06-1236-21	Proposed Self Contained Annexe	3	No objection
07 December 2021	H09-1251-21	Extension & alterations to dwelling and extension to garage to form self contained annexe	3	No objection
08 December 2021	H09-1253-21	Erection of 6 dwellings & associated parking - previous	3	No objection
09 December 2021	H09-1261-21	Change of use of agricultural building to dwelling	3	No objection
09 December 2021	H09-1260-21			

Appendix 7

We had a constructive committee meeting on Thursday afternoon, 9th December 2021.
We discussed holding a photography competition in 2022 aimed at producing a parish calendar for 2023. This will be recommended to the full council on Monday 13th December.
Councillor Sam Favell has kindly donated a number of Christmas cards which will be delivered by hand to businesses, day centres, care homes and Holbeach hospital. It was agreed to recommend to the full council that this should happen each year.
To encourage positive engagement with parishioners it was agreed that each councillor would write a short autobiography to accompany a photo also explaining the reasons why they joined the parish council. This had been previously agreed at full council. Photos will be taken before the full council meeting on Monday 13th December.
It was agreed that councillors S. Hutchinson and P. Howden would liaise with the school academy in the possible formation of a school youth council.
We discussed advertising for co option of new members to the council. A press release, a poster on the notice board, facebook and our website was discussed and agreed.
It was agreed to serve notice on the Ark contract as it was felt not o be value for money.
It was agreed to recommend to full council to have a stall at the weekly Thursday market and other sites such as the food festival.
We discussed fees for Freedom of Information requests but this will be discussed further at our next meeting after more information has been gathered.
Our next meeting will be on Thursday 6th January 2022 at 2pm at Coubro Chambers.

Appendix 8

We are currently running the advent duck trail in town with 24 ducks hidden in business windows. Each day we reveal where the duck is and promote that business on Facebook ,hopefully this will help show the variety of businesses we have within the town and encourage people to shop local. We are also running the best Christmas window competition. Members of the public can vote for their favourite window through our Facebook page or by

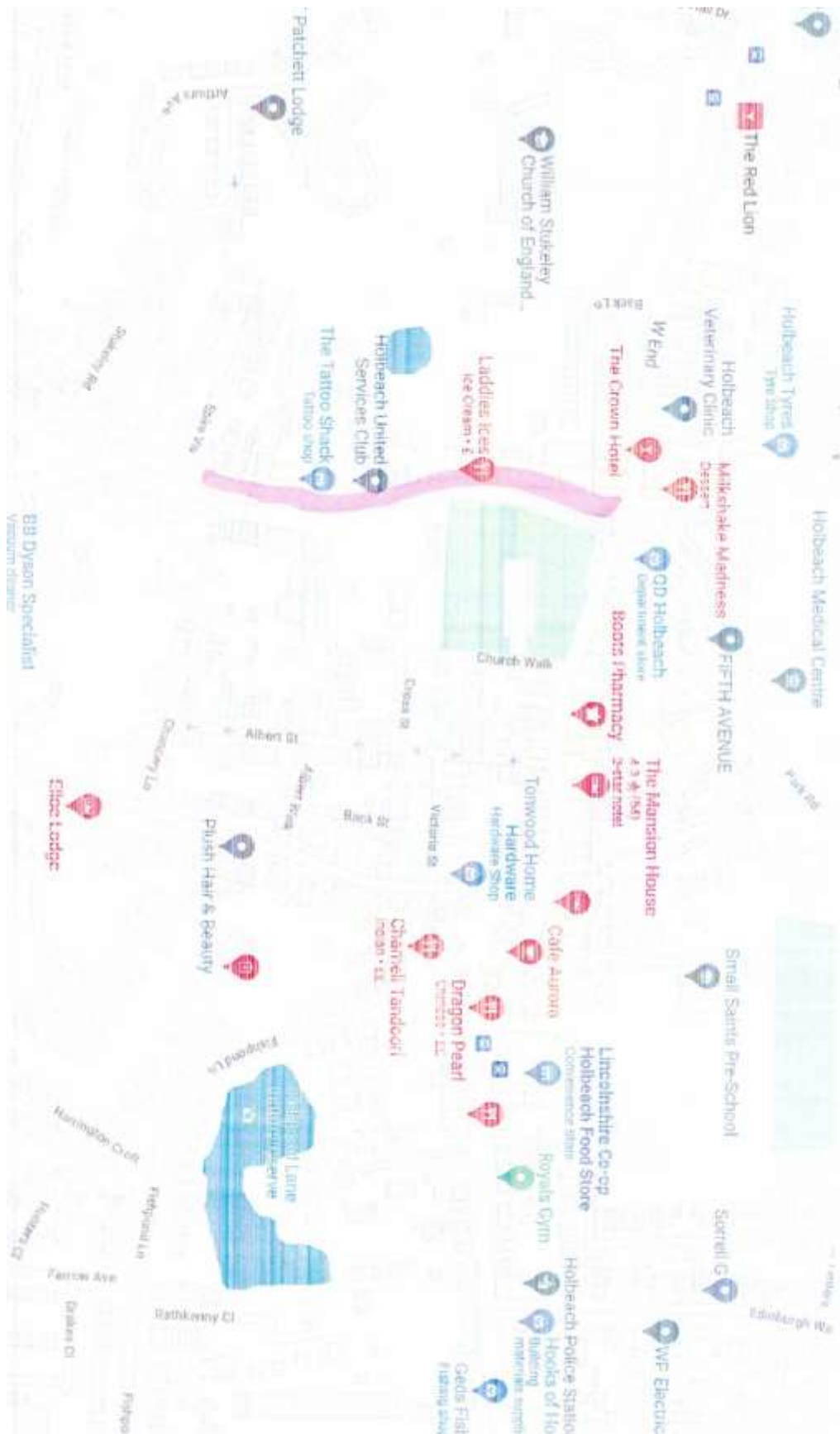


writing the number of their chosen window on a piece of paper and put it through the office letter box. Voting ends on 17th Dec and the winner will be announced on 22nd Dec.

We discussed ideas for the Jubilee event at our last meeting and have a bit of a plan coming together. We are having another public meeting on 17th Jan at 5pm to start to co ordinate key groups that want to be involved. If any group or individual is interested in getting involved please come along to the meeting.

We have also planned out a calendar of events for next year which we are putting to full council for approval.

Appendix 9



Proposed road closure Saturday 4th June 2022 10:00 to 10:15 AM



Appendix 10

Good Friday 15/04/2022 – Duck hunt with clues in Carters Park

May – Yard sale

Thursday 02/06/22 & Saturday 04/06/22 Jubilee

Sunday 24/07/22 – Car show

August – Yard sale

November – Remembrance (organise Public meeting for February 2022)

December – Christmas Fair (need to liaise with St Nicholas Fair)

Appendix 11

In addition to the normal monthly agenda items we also discussed in detail changing the account software and to keep back a proportion from the recent sale and disposal of equipment. We did this as we have a requirement to hold reserves of at least 1/3rd of our annual expenditure.

Appendix 12

8 December 2021 (2021-2022)

Holbeach Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST										
Voucher Code	Date	Invoice	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
628	19/10/2021		Barclays credit card	credit card	Tea coffee etc.	one stop	E	1.75		1.75
641	01/11/2021		Barclays Current Acco	direct transfer	Training and seminars	Lincolnshire Association of La	S	11.25	2.25	13.50
663	03/11/2021		Barclays credit card	credit card	Computer Software and softw	Microsoft 365	S	64.60	12.92	77.52
664	03/11/2021		Barclays credit card	credit card	Computer Software and softw	Microsoft 365	S	18.00	3.76	21.76
662	05/11/2021		Barclays credit card	credit card	Postage	Post office	E	8.96		8.96
689	07/11/2021		Barclays Current Acco	direct transfer	Keys	Tanwood Home Hardware	S	19.16	5.83	24.99
658	09/11/2021		Barclays credit card	credit card	Postage	Post office	E	2.25		2.25
656	12/11/2021		Barclays credit card	credit card	Boots	EK Wholesale Ltd	Z	49.90		49.90
654	12/11/2021		Barclays Current Acco	direct transfer	Sundries	Brian Thompson Windows	S	18.67	5.33	24.00
687	15/11/2021		Barclays credit card	credit card	Water and Sewage	Waver	Z	18.00		18.00
686	19/11/2021		Barclays credit card	credit card	Sundries	SNL Dynamics Ltd (Anuzon)	S	1.82	0.36	2.18
685	20/11/2021		Barclays credit card	credit card	Repairs to Equipment	Anuzon	S	35.46	4.10	39.56
665	23/11/2021		Barclays Current Acco	direct transfer	MO and Tax	HM Customs & Revenue	E	2,405.60		2,405.60
671	23/11/2021		Barclays credit card	credit card	Machinery parts	BearingHubs	S	23.24	4.65	27.89
673	25/11/2021		Barclays credit card	credit card	Cleaning and clearing supplies	Tecox	S	3.93	0.79	4.73
674	26/11/2021		Barclays credit card	credit card	Repairs to Equipment	FR Jones & Sons	S	26.13	5.23	31.36
675	30/11/2021		Barclays Current Acco	direct transfer	Locking up services	DTS	Z	600.00		600.00
684	30/11/2021		Barclays credit card	credit card	Repairs to Equipment	Anuzon	S	13.44	2.69	16.13
684	30/11/2021		Barclays Current Acco	direct transfer	Taxi Expenses	Staff	X	95.00		95.00
689	02/12/2021		Barclays credit card	credit card	Water and Sewage	Waver	Z	103.29		103.29
690	02/12/2021		Barclays credit card	credit card	Water and Sewage	Waver	Z	18.00		18.00
695	07/12/2021		Barclays credit card	credit card	Postage	one stop	Z	31.68		31.68
696	14/12/2021		Barclays Current Acco	direct transfer	Inspections	Newflame	S	191.50	38.30	229.80
692	14/12/2021		Barclays Current Acco	direct transfer	Inspections	Newflame	S	67.50	17.90	85.40
693	14/12/2021		Barclays Current Acco	direct transfer	Loans	Public Works Loan Board	Z	2,932.46		2,932.46
676	14/12/2021		Barclays Current Acco	direct transfer	Grass cutting	Lincolnshire Commercial Maint	S	861.00	172.20	1,033.20
677	14/12/2021		Barclays Current Acco	direct transfer	Hire fees	Methodist church	Z	30.00		30.00
678	14/12/2021		Barclays Current Acco	direct transfer	Computer Software and softw	Avi ICT Solutions Ltd	S	359.28	71.86	431.14
680	14/12/2021		Barclays Current Acco	direct transfer	Insurance	Galagher	Z	826.73		826.73
681	14/12/2021		Barclays Current Acco	direct transfer	Waste Disposal	Overzone Facilities Manage	S	194.40	38.88	233.28
673	14/12/2021		Barclays Current Acco	direct transfer	Cleaning and clearing supplies	LC	Z	132.00		132.00
687	23/12/2021		Barclays Current Acco	direct transfer	Salaries	Attachments	Z	326.00		326.00
688	23/12/2021		Barclays Current Acco	direct transfer	Salaries	Staff	Z	7,715.16		7,715.16
Total								17,096.81	882.65	17,979.46

Appendix 13



Bank Reconciliation at 30/11/2021			
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 30/11/2021		276,512.50
			392,175.70
	SUBTRACT Payments 01/04/2021 - 30/11/2021		175,265.87
A	Cash in Hand 30/11/2021 (per Cash Book)		216,909.83
Cash in hand per Bank Statements			
	Cash	27/04/2021	0.00
	Barclays (ring fenced funds)	27/07/2021	2,060.00
	Barclaycar credit card	18/06/2021	0.00
	CCLA Account	11/11/2021	161,808.35
	COIF	27/04/2021	50.00
	Treasury Stock	23/09/2021	60,037.46
	Business Saver Account	30/11/2021	12,617.70
	Barclays Current Account	30/11/2021	2,152.97
			238,726.48
	Less unrepresented payments		25,275.12
			213,451.36
	Plus unrepresented receipts		3,458.47
B	Adjusted Bank Balance		216,909.83
A = B Checks out OK			

Appendix 14

The Clerk may use the following delegated powers on her own:
To accept apologies from Councillors for meeting attendance



Clerk/RFO: Jan Hearsey
Deputy Clerk: Brandi Rogan

Coubro Chambers, 11 West End
Holbeach, PE12 7LW

01406 426739

clerk@holbeachpc.com

holbeach.pariah.lincolnshire.gov.uk

@HolbeachParishCouncil



The Clerk may use the following delegated powers with the written consent (email) of at least two Councillors to:

Instruct staff to carry out minor works not previously agreed by Council

Minutes of the meeting of Holbeach Parish Council on Monday 17th January 2022 at 19:00 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, R Stevens, I Hutchinson, M Murfet, S Favell, T Wiltshire, Clerk: Jan Hearsey Deputy Clerk: Brandi Rogan	Cllr P Sparkes Cllr P Howden Cllr E Penney Cllr R Flood	
Public including Councillors	2 members of the public. 1 Member of the press.	Cllrs: P Coupland, A Beal & P Redgate	Cllrs N Worth, G Rudkin, T Carter, F Biggadike, N Pepper

Chairman Cllr S Johnson welcomed everyone to the meeting and invited members of the public to ask questions.

Public session

1. Could we have an update on the cemetery chapels roof? Cllr I Hutchinson responded that the contractor was waiting to delivery the tiles and ridges. There was only one supplier for the ridges and there is a delayed lead time.
2. There was a report that a key was missing for the cemetery chapel?, The clerk will investigate.
3. It has been rumoured that people had been buried in Hallgate cemetery facing the wrong way? Cllr S Hutchinson responded that the Open Spaces committee had agreed to adjust the layout of the cemetery so that headstones were back to back, there is no legal requirement to bury any particular way. We always try to accommodate everyone and will not refuse anyone.
4. Did the office send out an email asking for people to be buried a certain way? The clerk responded that she did not, the Deputy Clerk responded that an email was sent to a funeral director.
5. Did the Council refuse to have Hallgate Cemetery blessed? The Clerk will look into this.

The Chairman instated Standing Orders and the meeting commenced at 19:06

2021/2 -135 Apologies for absence and reasons given.

Apologies were received from Cllrs: P Sparkes, P Howden, E Penney & R Flood which were proposed, seconded and **agreed**

2021/2-136 Clerk

- a. Update on vacancies for Town Ward following the resignation of Carole Kenyon – we will know after the 25th if this vacancy can be co-opted
- b. Update on the vacancy for Hurn Ward, Drove Ward and the four vacancies for Town Ward – available for co-option – no applications received
- c. Correspondence received – see appendix 1

2021/2 -137 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 M Murfet declared a nonpecuniary interest in agenda item 2021/2-150. Cllrs: S Johnson, I Hutchinson and S Hutchinson declared a non-pecuniary interest in agenda item 2021/2-140(d)

2021/2- 138 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 13th December 2021 as minutes.

2021/2 -139. Police, County and District Matters

- (a) To receive a report from the Police – Cllr T Wiltshire asked how this information was passed onto residents, Cllr S Johnson replied that it goes on social media and the press report from the meeting - see appendix 2
- (b) To receive a report from the County Council – none submitted
- (c) To receive a report from the District Council -none submitted

2021/2 -140 Open Spaces committee: To co-opt any interested Members' to the Committee -no co-options

- a To receive the report from Chairman Cllr R Flood – in Cllr R Flood's absence, Vice Chairman of the committee Cllr S Johnson read the report – see appendix 3
- b. It was **resolved** to agree the recommendation of the committee the position regarding the Beacon area in that the Clerk should write to SHDC and ask if they can contribute to the costs of upkeep
- c. It was **resolved** to agree the Community gardening project and to send out letters to local growers.
- d. To receive an update regarding the legal work for Battlefields allotments and letter received – It was proposed, seconded and **agreed** to defer this item to next month as no update had yet been received

2021/2 -141 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee – no co-options

- a To receive the report by Chairman Cllr S Favell -see appendix 4
- b It was **resolved** to approve the planning applications – see appendix 5

2021/2 -142. PR/IT Committee - To co-opt any interested Members' to the Committee – no co-options

- a. To receive the report by Chairman Cllr P Howden, in Cllr P Howdens' absence, Cllr S Favell gave the report
- b. It was **resolved** to agree (six votes for, one abstention) the recommendation of the committee for the fees for Freedom of Information requests – see appendix 6

2021/2 -143 Events Committee - To co-opt any interested Members' to the Committee – It was proposed, seconded and agreed to co-opt Cllrs: R Stevens & M Murfet

- a. To receive the report from Chairman Cllr I Hutchinson – as the committee had not met this month, there was no report.
- b. It was **resolved** to agree to the recommendation of the committee for the road closure for the Jubilee on Thursday 2nd June 2022

2021/2 -144 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens – see appendix 7
- b. It was **resolved** to agree the Financial statements and payment list – see appendix 8
- c. It was **resolved** to agree the recommendation of the committee for the additional signatories for the CCLA account and to add the Clerk as a Trustee – see appendix 9
- d. It was **resolved** to agree the recommendation of the committee the insurance premium renewal

2021/2- 145 It was resolved to agree the Budget for 2022-23 and for the Chairman to sign the Precept application. -see appendix 10

2021/2- 146 It was discussed and resolved to agree projects for the Welcome Back Funding as:

Digital notice board, notice board for the Fleet end of the town, bike racks and flowers. Cllr S Hutchinson explained there was £86,000 available to SHDC to be spent around the District to benefit town centres only but could only be temporary. Cllr S Johnson pointed out that Members' had just voted on a precept of £244,340.57 which is an increase of 50p per month on a band D property.

It was resolved 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 for agenda items: 2021/2-147 2021/2-148: 2021/2-149: 2021/2-150: 2021/2-151

It was proposed, seconded and **agreed** to re-order the agenda to move items 2021/2-147 and 2021/2-148, 2021/2-149 and 2021/2-150 to the end of the meeting

2021/2 – 151. Agenda item requests. - none

2021/2 -152. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date is 14th February 2022 at 19:00 at the Methodist Hall, Albert Street –

2021/2 -147 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson see appendix 10
- b. It was **resolved** to agree the recommendations of the committee regarding staff salaries

2021/2-148 It was resolved to agree the cost of the Safeguarding training and DBS checking – for Safeguarding & Prevent, Elearning and for DBS Reed Screening

2021/2- 149 It was resolved to agree the Locking-up tender – to be offered to DTS

2021/2-150 It was resolved to agree the Cleaning tender – to be offered to Platinum Cleaning

Meeting closed at 19:46

Signed chairman.....Date.....

Appendix 1

We have had reports of a gentleman living in his car down Barrington Gate, been passed on to the police.

SHDC car parks re Boston Road Car Park- With Anti-Social Behaviour on the rise across the country, we have noticed an increase in the amount of litter and broken glass on and around the Car Park area. On two occasions just recently we have had to divert the road sweeper from his normal daily duties to sweep the car park of broken glass. These were not isolated instances. After consulting with Councillors and council officers, it was deemed that opening the Car Park could invite more ASB, so Unfortunately we are unable to move this forward.

Environmental Services currently open and close the Car Parks and do not currently have the capacity to open or close the Car Park outside of the current times but, they have taken note of the request and will ensure this is considered further, as and when staffing changes allow in the future.

Appendix 2

Well, currently we are being hit hard by hare coursers. Reminder to those who call in. Use 999 if you see active coursing. Use 101 if coursers are seen driving around looking for hares. That way we can prioritise our officers by sending them to the location where a crime has been or is being committed where there is a potential witness who would assist with a prosecution.

We have had reports of cold callers targeting our older residents. Asking for extortionate fees for insulating lofts, making out that what the resident currently has is a health hazard and ask for thousands of pounds up front.

Alongside this we have similar tactics being used by cold callers who inform residents that they qualify for a free boiler. A small proportion of residents will be eligible through various schemes if they are in receipt of benefits and meet other criteria. The scammers use this information to gain the trust of the victim. However the victim will pay a deposit for the free boiler. The scammer takes the money and the victim do not get a boiler.

Simple answer. Don't buy from 'door knockers' and don't commit to buying anything over the phone from cold callers.

We are having our meeting Monday 17th to decide on our priority for this quarter. We have had a number of suggestions. I will let you know what has been decided Monday afternoon. Hopefully you will be able to add it to this update.

Appendix 3

Open Spaces Chair report 17/01/2022

The maintenance responsibilities of the Bowls Club were discussed. Our team are going to be reducing the hedge height in this area.

We are going to remove the fence around the former dog run area.

We are looking into removing the rubbish pile at Battlefields allotment.

We have written to LCC to request we take over the licences for the planters on Market Hill

The trimming of the hedge at Holbeach War Memorial has been added to the work schedule

We have a newly adopted Play equipment policy.

Finally thanks to our grounds keeper team for the great work in Park Road cemetery.

Appendix 4

PPES Chair report 17/01/2022

There were no Planning application to comment on.

This month's SID locations are: Holbeach St Marks, Strawberry Fields and outside the school in Boston Road

Following the planning refusal for replacing the windows at Coubro with UPVC, we are in the process of costing for wooden windows.

We are applying for listed building consent for the change of use of the old telephone box

Some concerns were raised at the re-build costs on the insurance renewal, however following discussions with the broker, the re-build costs are more than property value.

Appendix 5

Date	Planning No:	Description	from Cllrs	HPC response
23 December 2021	H09-1307-21	Proposed Extension & Alterations		2 No objection
06 January 2022	H09-0916-21	Shed on flat room (retrospective)		1 No objection
11 January 2022	H00-1323-21	Proposed offices & workshop with associated external works - Plot 9		3 No objection
13 January 2021	H09-1323-21	Amendment		No objection

Appendix 6

Freedom of information request charges

First two hours are free

Digital searches are free

From two hours plus, paper record searches are £25 per hour up to a total of £450

Appendix 7

Finance Committee Chairman's Report Jan 2022

In addition to the normal monthly agenda items we also discussed in detail the insurance renewal, budget and precept for FY 22/23.

Appendix 8

Financial statement (payments list and bank reconciliation) meeting 17th January 2022

12 January 2022 (2021-2022)

Holbeach Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST										
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
725	office building cleaning	13/11/2021	Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	Spalding Cleaning services	X	23.00		23.00
742	Email system	03/12/2021	Barclays credit card	credit card	Computer Software and softw	Microsoft 365	S	18.80	3.76	22.56
743	Email system	03/12/2021	Barclays credit card	credit card	Computer Software and softw	Microsoft 365	S	71.09	14.22	85.31
740	mileage allowance	08/12/2021	Barclays Current Acco	direct transfer	Travel Expenses	Staff	X	9.08		9.08
728	Repairs/servicing machinery/	09/12/2021	Barclays credit card	credit card	Parts for tractor	Amazon	S	-6.72	-1.34	-8.06
729	Service, Maintenance & Repu	09/12/2021	Barclays credit card	credit card	Parts for tractor	Amazon	S	-6.72	-1.35	-8.07
737	stationary & IT Sundries offi	13/12/2021	Barclays credit card	credit card	Printer cartridges	Cartridge People	S	166.58	33.32	199.90
738	Councillor training	14/12/2021	Barclays Current Acco	direct transfer	Training and seminars	Lincolnshire Association of Lc	S	-11.25	-2.25	-13.50
744	Repairs/servicing machinery/	14/12/2021	Barclays Current Acco	706791	Fees	DVLA	E	25.00		25.00
760	Service, Maintenance & Repu	15/12/2021	Barclays Current Acco	direct transfer	Repairs to Equipment	Chandlers (Farm Equipment)	S	31.54	6.31	37.85
727	postage office admin	16/12/2021	Barclays credit card	credit card	Postage	Post office	E	5.95		5.95
723	IT	16/12/2021	Barclays credit card	credit card	equipment	Amazon	S	62.49	12.50	74.99
726	office building cleaning	18/12/2021	Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	Spalding Cleaning services	E	23.00		23.00
724	IT	20/12/2021	Barclays Current Acco	direct transfer	Computer Software and softw	Ark ICT Solutions Ltd	S	359.28	71.86	431.14
735	Admin training inc CILCA	20/12/2021	Barclays Current Acco	direct transfer	Training and seminars	Lincolnshire Association of Lc	S	200.00	40.00	240.00
761	Service, Maintenance & Repu	21/12/2021	Barclays Current Acco	direct transfer	Repairs to Equipment	Chandlers (Farm Equipment)	S	42.07	8.42	50.49
741	National Insurance office adr	23/12/2021	Barclays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	X	1,873.01		1,873.01
748	postage office admin	23/12/2021	Barclays credit card	credit card	Postage	one stop	E	15.84		15.84
749	stationary & IT Sundries offi	23/12/2021	Barclays credit card	credit card	Printer cartridges	Inko	S	58.32	11.67	69.99
745	office building cleaning	30/12/2021	Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	LC	E	121.00		121.00
746	locking /unlocking /security c	31/12/2021	Barclays Current Acco	direct transfer	Locking up services	DTS	E	620.00		620.00
750	Waste services	31/12/2021	Barclays Current Acco	direct transfer	Waste Disposal	Greenzone Facilities Manage	S	194.40	38.88	233.28
757	Insurance office admin	11/01/2022	Barclays Current Acco	direct transfer	Insurance	Gallagher	E	9,277.47		9,277.47
758	Water/Sewage Holbeach Bar	11/01/2022	Barclays credit card	credit card	Water and Sewage	Wave	E	30.96		30.96
759	postage office admin	11/01/2022	Barclays credit card	credit card	Postage	Post office	E	2.25		2.25
754	Attachment of earnings	23/01/2022	Barclays Current Acco	direct transfer	Attachment of earnings	Attachments	E	220.00		220.00
755	Net Pay office admin	23/01/2022	Barclays Current Acco	direct transfer	Salaries	Staff	E	7,895.23		7,895.23
Total								21,321.67	236.00	21,557.67

	Bank Reconciliation at 31/12/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 31/12/2021		284,806.99
			400,470.19
	SUBTRACT Payments 01/04/2021 - 31/12/2021		195,269.74
A	Cash in Hand 31/12/2021 (per Cash Book)		205,200.45
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 01/12/2021	141,811.84	
	COIF 27/04/2021	50.00	
	Treasury Stock 23/12/2021	60,299.20	
	Business Saver Account 31/12/2021	18,214.27	
	Barclays Current Account 31/12/2021	2,766.54	
			225,201.85
	Less unrepresented payments		20,186.40
			205,015.45
	Plus unrepresented receipts		185.00
B	Adjusted Bank Balance		205,200.45
	A = B Checks out OK		

Appendix 9

CCLA

New signatories: Cllr Stephen Johnson, Cllr Rick Stevens, Cllr Sam Favell

Additional trustee: Clerk Jan Hearsey

Appendix 10

Policies and Procedures:

Chairman's initials

We have made draft amendments to the Employee handbook and are waiting on advice back from Peninsula before we send it to Full Council for approval. We will be reviewing all our H&S documents at our next HR meeting.

It was resolved to agree which written policies and procedures are relevant to each employee department as per table below:

Policy / Procedure	Last Reviewed	Office	Parks Team	Litter Picker
Open Spaces				
Allotment Policy	14/06/2021			
Allotment Application Form				
Cemetery Fees	August 2021			
Cemetery Rules and Regulations	August 2021			
Memorial Policy & Regulations	August 2021			
Memorial Application Form	August 2021			
Monument Plaque Application Form				
Scattering of Ashes Policy	August 2021			
Play Area Policy				
Tree and Log Policy	11/02/2019			
PPES				
Planning Response Policy	08/07/2019			
PR & IT				
Community Engagement & Communication Policy	12/07/2021			
Publication Scheme				
Abusive, Persistent or Vexatious Complaints	12/07/2021			
Public Complaints & Concerns Procedure	2020			
Policy on Handling Freedom of Information Requests	2020			
Internet usage policy	Combined into handbook propose we remove			
Tablet Usage policy	Remove as no longer relevant			
Printed notices policy	Combined into Community Engagement & Communication policy propose we remove			
Finance				
Reserves Policy	12/04/2021			
Financial Regulations	12/07/2021			
Financial Risk Assessment	12/07/2021			
Procurement Policy	12/07/2021			
Relevant section of procurement policy combined into employee handbook				
Grant Awarding Policy	8/2/2021			
Grant Application Form	2019			

Members Expenses Policy	12/07/21			
FIXED ASSET CAPITALISATION POLICY	Dec 2021			
FIXED ASSETS POLICY	Dec 2021			
Asset Disposal Procedure	Dec 2021			
HR, H & S, Data Protection				
Employee Handbook	April 2021			
Employee Councillor Protocol – combined into handbook	14/06/2021			
Lone Working Policy – combined into handbook	14/06/2021			
Social Media Policy – combined into handbook	12/07/2021			
Volunteer Policy	14/06/2021			
Data Breach Procedure	2020			
Data Protection Policy	2020			
Data Protection Policy & Privacy Notice for Staff and Councillors – combined into handbook	2020			
General Privacy Notice	2020			
Subject Access Requests Procedure and Template Letter	2020			
Safeguarding children, young people and vulnerable adults’ policy – combined into handbook	?			
H&S Policy	?			
Councillors (Full Council)				
Code of Conduct	SHDC			
Code of Conduct Complaint Form	SHDC			
Operation London Bridge				
Standing Orders	August 2021			
Councillor Co-option Policy	August 2021			



Minutes of the meeting of Holbeach Parish Council on Monday 14th February 2022 at 19:00 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, R Stevens, I Hutchinson, M Murfet, S Favell, T Wiltshire, P Sparkes, E Penney & R Flood Clerk: Jan Hearsey Assistant Clerk: Karen Baxter District Cllr F Biggadike County Cllr T Carter	Cllr P Howden	
Public including Councillors	6 members of the public. 1 Member of the press.	A Beal & P Redgate	District Cllrs: G Rudkin & N Worth

Chairman Cllr S Johnson welcomed everyone to the meeting and invited members of the public to ask questions.

Public session

1. Will the Beacon be ready to light for the Queens Platinum Jubilee? Cllr I Hutchinson responded that SHDC had confirmed the basket has been repaired and we are waiting for formal permission to use it.
2. The planning permission for the development at Fen Road was questioned because the ground area has been raised. Cllr S Favell understands the Parishioners comments and request for more representation at District level. Cllr S Favell to liaise with the PPES committee and report back. The Parishioner asked if the committee had training.
3. It was asked that the precept had been raised by a higher percentage for the next financial year than the current one? The 2020/21 estimate for salaries was £61,000 and for 2021/22 is £59,000 however the staff numbers went from 3 to 2? Can you explain the £27,000 for legal expenses. Cllr S Johnson said that the answers will be provided for the next meeting.



Chairman Cllr Stephen Johnson instated Standing Orders and the meeting opened at 19:07

Cllr S Hutchinson introduced the new Assistant Clerk, Karen Baxter and explained that the Deputy Clerk, Brandi Rogan was leaving on the 17th and wished her well in her new job.

2021/2 -153 Apologies for absence and reasons given.

Cllr P Howden gave his apologies which were accepted

2021/2-154 Clerk -see appendix 1

- a. Update on the vacancy for Hurn Ward, Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Correspondence received

2021/2 -155 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: S Johnson, S Hutchinson & I Hutchinson pecuniary interest and dispensation in respect of 2021/2 158 (b)

Cllr R Flood non-pecuniary in respect of 2021/2 158 (l) (m)

2021/2- 156 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 17th January 2022 as minutes.

2021/2 -157. Police, County and District Matters

- (a) To receive a report from the Police – see appendix 2
- (b) To receive a report from the County Council – see appendix 3
- (c) To receive a report from the District Council – see appendix 3

2021/2 -158 Open Spaces committee: To co-opt any interested Members' to the Committee – no one came forward

- a. To receive the report from Chairman Cllr R Flood – see appendix 4
- b. An update was received on Battlefields legal and it was **resolved** to send report to the Farmer Education Trust – (3 members did not vote as had pecuniary interest)
- c. To discuss and resolve to agree the procedure where a headstone/cross is requested for an infants multiple grave – it was proposed, seconded and **agreed** for the Clerk to speak to the Memorial Mason and report back to Council



- d. It was **resolved** to adopt all members of the community gardening volunteers as volunteers of the Parish Council
- e. To discuss and resolve to agree to charge users of Carters Park for electric – it was proposed, seconded and **agreed** to defer this agenda item to the Open Spaces Committee
- f. It was **resolved** to agree the usage of Carters Park for the Medieval Event on 2nd & 3rd July following the save the date agreement
- g. It was **resolved** to agree the usage of Carters Park on the 3rd and 4th of September for the food festival subject to the necessary risk assessments, insurance etc as per previous years
- h. It was **resolved** to agree the price for rubbish removal at Battlefields (£350-£400)
- i. It was **resolved** to agree to make our own picnic tables and seats
- j. To discuss and resolve to agree the way forward with regard to the rubbish and bonfire offenders – It was **resolved** to have evidence before any procedures are commenced
- k. It was **resolved** to agree to the application for a green house, shed and fruit trees at Battlefields
- l. It was **resolved** to agree to apply to the Crown Estate for permission for the shipping container placed by Holbeach Bank FC if not previously granted, any costs involved to be borne by HBFC
- m. It was **resolved** to agree to purchase “dogs must be kept on leads” signs for Holbeach Bank
- n. To resolve to agree to hand back the maintenance of the Beacon area to SHDC – It was proposed, seconded and **agreed** to defer the item and the Clerk to investigate SHDC re-imbursing us for maintenance costs

2021/2 -159 Planning, Properties, Emergency Planning & Speeding Committee:

- a To receive the report by Chairman Cllr S Favell – see appendix 5
- b To resolve to approve the planning applications – see appendix 6

2021/2 -160. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden – In Cllr P Howden’s absence, Cllr S Favell delivered the report – see appendix 7

2021/2 -161 Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson – see appendix 8

2021/2 -162 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens – as Cllr R Stevens was not in attendance at the Finance meeting, Cllr S Johnson delivered the report – see appendix 9



- b. To resolve to agree the Financial statements and payment list -see appendix 10
- c. It was **resolved** to agree the purchase of additional fire extinguishers in park/cemetery buildings
- d. It was **resolved** to agree to purchase a trailer for the Open Spaces team
- e. It was discussed and **resolved** to agree to remain with Bingham Woods for our investments
- f. It was discussed and **resolved** to agree the insurance review – see appendix 11

2021/2- 163 To resolve to agree to elect a Safeguarding officer – It was resolved that Cllr Sam Favell will be the safeguarding officer

2021/2- 164 To discuss and resolve to agree to start the process to reduce Councillor numbers and to discuss changing to a Town Council – The changing to a Town Council was discussed and will be revisited at a later date. It was proposed, seconded and **agreed** (Cllr R Stevens abstained from the vote) to amend the agenda item to read: To resolve to agree to commence the process to reduce Councillor numbers to proportionally represent the electorate, where it was **resolved** to start the process

2021/2-165 It was resolved to agree to adopt the new code of conduct as from April 2022 – (1 member did not vote as had not seen the policy)

It was resolved 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 for agenda items: 2021/2-166: 2021/2-167: 2021/2-168:

It was proposed, seconded and **agreed** to re-order the agenda and place agenda items 2021/2-169 & 2021/2-170 at this point

2021/2-166 To resolve to recommend to Full Council the price for the inclusive swing – It was **resolved** to accept the price from Maple Leaf of £745 plus £95 delivery

2021/2-167 – It was resolved to agree the three options for the Bowls Club Lease

2021/2 -168 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson - the agenda was re-order to receive the report after agenda item 2021/2-168-(c)
- b. It was **resolved** to agree the recommendations of the committee regarding staff salaries
- c. It was **resolved** to agree the Clerk's new contractual hours and TOIL entitlement

2021/2 – 169. Agenda item requests.

Phone Box

2021/2 -170. Confirm date and venue of next Parish Council Meeting

(a) The next Parish Council Meeting date is 14th March 2022 at 19:00 at the Methodist Hall, Albert Street –

Meeting closed at 20:46

Signed Chairman.....Date.....

Appendix 1

Answers to previous meeting open session questions:

We have investigated the key for the cemetery chapels and this is being returned to us next week

In July 2006 members agreed for Hallgate Cemetery to be dedicated. In July 2008 members resolved to not have different areas of the cemetery for different religious beliefs as it was said that quote: we live side by side and should lay side by side.

Vacancy exists for Hurn Ward, Drove Ward and five for Town Ward. Paperwork can be obtained from the office or on our website.

Correspondence

Mostly this will be covered in tonight’s agenda items. We have had reports of some rough sleepers and we have passed this on to the various agencies and also the police outreach team so hopefully help will be available

Drain covers have gone missing in Back Lane, the work is scheduled for this to be dealt with.

We have received confirmation that we will receive a grant of £3,000 from the Grange Farm wind farms towards a replacement slide in Carters Park

Appendix 2

Police:

There has been a focus on Anti-social behaviour which has resulted is less being reported. The policing team should be back in the police station by 31st March.

The current priority of the team is safety around our schools. The police post updates to Nextdoor and Facebook

Regarding school safety, the police point out that in the Highway code it states that parking etc cannot take place on the yellow zig-zags near schools. Problems being addressed are the blocking of roads and verges and other areas which cause visibility issues to our children.



Appendix 3

Chesnut Ave has been levelled off but not finished. There is a backlog of TRO's. Lines refreshed Market Hill. There is new fencing in Stukeley. Boston Road, there will be a press release this week.

Two new benches have been installed, the toilet re-fit is imminent. Garden waste scheme is extending. Welcome back fund is working with local businesses. The coffee morning for Waddles rescue raised £514. Albert collections are being monitored. Bags by bookies, no ID. Meeting with new Police Sgt every 6 weeks.

Appendix 4

We were not quorate at our last meeting but we used the time to sit and discuss the agenda items. We deferred some item to the next Open Spaces meeting and the other, more important decisions appear on tonight's agenda.

We have received some reports of fly tipping at the Nature Reserve.

Our open spaces team have now moved onto Carters Park and can be found cutting back an opening up areas.

We have received the trees for Netherfield and we will be commencing planting in the coming weeks

Appendix 5

Planning

Most of the planning applications have gone through without comment However comments have been made by councillors about the development of land at the back of the chequers. There is still concern about the suitability of this land for housing. The other one that drew comment was the new building at the UAH . We all agree that anything to support our children's education is fantastic we are mindful that the land being used for the new building is currently used for parking and we hope this matter has been addressed.

Speeding

The SID locations for Feb are Northern lane and Leadenhall Road.
We also resolved to publish the SID data on our Facebook page.

Emergency Planning

Two councillors have recently attended the Emergency planning training and have started work on the project. We will update you with progress at the next meeting

Leases

We discussed a lease which falls due for renewal this year. This is an agenda item for this meeting tonight.

Appendix 6



Date	Planning No:	Description	from Cllrs	HPC response
27 January 2022	H09-0909-21	Erection of one detached dwelling & pair of semi-detached dwellings with associated works		2 traffic concerns, not suitable for residential dwellings
01 February 2022	H09-0063-22	Proposed Food Enterprise Zone Hub Building and associated works - approved under H09-0004-21. Modification to Condition 1 to allow amendments to previously approved plans.	3	
03 February 2022	H09-0087-22	Change of use from paddock to residential use for Gypsy and Travellers (retrospective) to include 2 static caravan pitches, and associated touring caravans - re-submission of H09-0845-21		
08 February 2022	H09-0106-22	New Educational Teaching Block	3	
09 February 2022	PL/0180/21	TO CONSTRUCT A POLYCONDENSATION PLANT	2	

Appendix 7

We have received a good number of photos for the calendar competition. Posters have been sent to local schools and to Spalding Grammar and High Schools. This has also been republished on our Facebook page. It was agreed to invoice the local businesses that have been approached for sponsorship. A press release for March is planned once the judges have been selected.

We discussed the possibility of reducing the total number of parish councillors although this couldn't happen until the next elections in 2023. The idea of changing our title to Holbeach Town Council was raised and our clerk is going to contact SHDC to enquire how this could be done. There was a mixed response to this idea.

Councillor S Hutchinson and myself had a virtual meeting with the teacher from Holbeach Academy who is in the early stages of setting up a youth council. We discussed ways of interacting with each other. The next step will be a face to face meeting at the school and we suggested that some pupils may like to come and sit in to observe some of our committee meetings.

Myself and Cllr Sparkes spoke to the owner of The Stores and Filling Station in Holbeach Drove and she agreed that we could put up our own notice board on one of the outside walls of her premises and she also agreed that if LCC/SHDC agreed we could site a defibrillator there too. I am in discussions with the chair of Holbeach St Johns Village Hall to site a notice board there too.

The first open "open surgery" was held at Coubro Chambers last month. We agreed to call future such events as HPC Forums. Arrangements are being made to hold these in outlying villages. Giggles Nursery in Holbeach Drove, Holbeach St Johns Village Hall, Holbeach St Marks Village Hall and The Rose and Crown in Holbeach Hurn (the owners have agreed to 6pm on Thursday 24th February)

The press release for the calendar competition has been resent to the Voice and FreePress hoping that they will print it. Village Voice has this in this month's edition, the car show for March and The Easter Duck hunt for April. Future releases will include the summer's two yard sales as well as other planned events.

It was suggested that agenda items at full council that relied on councillors reading notes on One Drive should be explained fully to allow members of the public full transparency regarding the discussions of such items.

Next meeting Wednesday 2nd March at Coubro 16.30

Appendix 8

We have been having discussions with various groups over the last month regarding the Jubilee celebrations on 4th June and we will be announcing details of the plans for the day shortly. The event will be running from 11am until 4pm in Church St. Many thanks to Cllr Carter for her help with the road closure for the day, it is very much appreciated.

We will be holding an Easter duck hunt on Saturday 16th April between 10am and 2pm. There will be ducks to find around Carter's Park and the town and children can collect their sweets once they have found all the ducks.



The car show is proving popular again with over 100 cars already booked in. We have live music, trade stands, children's entertainment, the strongman competition (kindly organised by Royals Gym) and food and drink. Many thanks to Holbeach primary academy for allowing us to use their field for this event and working with us to make it a successful event for them and us.

Cllr Rick Stevens along with Cllr Mark Murfitt will be heading up the organisation of this year's remembrance parade. The road closure has been applied for and preparations are underway.

We have not yet set a date for the Christmas event but we hope to do this at our next meeting.

Could members please put 4th June and 24th July in their diaries as we will be needing as many volunteers as possible for stewarding on the day. If you could please let the office know what times you would be available on those dates so we can start putting together a rota for the day.

Appendix 9

The committee used its delegated powers to pay the Barclaycard bill of £554.63 due to its requirement to be paid before full council meets.

The Council insurance was discussed and the recommendations are on tonight's agenda.

Appendix 10

Holbeach Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
779	03/01/2022		Barclaycard credit card	credit card	Computer Software and softw	Microsoft 365	S	54.97	11.00	65.97
780	03/01/2022		Barclaycard credit card	credit card	Computer Software and softw	Microsoft 365	S	18.80	3.76	22.56
812	04/01/2022		Barclays Current Acco	direct transfer	Tractor parts	Chandlers (Farm Equipment)	S	26.49	5.30	31.79
796	10/01/2022		Barclays Current Acco	direct transfer	Speed restriction signs	Unipart Dorman	S	2,345.00	469.00	2,814.00
774	12/01/2022		Barclaycard credit card	credit card	Postage	Post office	E	9.00		9.00
769	13/01/2022		Barclays Current Acco	direct transfer	Hire fees	Methodist church	E	60.00		60.00
773	13/01/2022		Barclaycard credit card	credit card	Gloves	MK Safagrip UK Ltd	S	10.23	2.05	12.28
798	17/01/2022		Barclaycard credit card	credit card	Sundries	All Mower Parts	S	16.66	3.33	19.99
787	18/01/2022		Barclaycard credit card	credit card	oil	FR Jones & Sons	S	70.67	14.17	85.04
788	18/01/2022		Barclaycard credit card	credit card	workwear	Amazon	Z	18.23		18.23
789	18/01/2022		Barclaycard credit card	credit card	Tools	Amazon	S	54.57	10.91	65.48
790	18/01/2022		Barclaycard credit card	credit card	Tools	Valid Merchandise Global LTD	S	24.97	5.00	29.97
791	18/01/2022		Barclaycard credit card	credit card	Tools	Hangzhou Fittools Company I	S	14.99	3.00	17.99
799	19/01/2022		Barclaycard credit card	credit card	Protective Clothing	Amazon	S	74.23	14.85	89.08
770	20/01/2022		Barclays Current Acco	direct transfer	Computer Software and softw	Ark ICT Solutions Ltd	S	359.28	71.86	431.14
777	21/01/2022		Barclaycard credit card	credit card	Water and Sewage	Wave	E	352.84		352.84
803	21/01/2022		Barclays Current Acco	direct transfer	Playground inspection	The play inspection company	S	291.80	58.36	350.16
813	21/01/2022		Barclays Current Acco	direct transfer	Sundries	Chandlers (Farm Equipment)	S	24.04	4.81	28.85
778	23/01/2022		Barclays Current Acco	direct transfer	NL and Tax	HM Customs & Revenue	X	1,945.52		1,945.52
800	24/01/2022		Barclaycard credit card	credit card	Training and seminars	Elearning	S	157.00	31.40	188.40
814	24/01/2022		Barclays Current Acco	direct transfer	Sundries	Chandlers (Farm Equipment)	S	35.83	7.17	43.00
815	31/01/2022		Barclays Current Acco	direct transfer	Locking up services	DTS	X	620.00		620.00
809	31/01/2022		Barclays Current Acco	direct transfer	Fuel Oil	West End Garage	S	37.92	7.58	45.50
797	31/01/2022		Barclays Current Acco	direct transfer	Training and seminars	Lincolnshire Association of Lc	S	170.00	34.00	204.00
792	31/01/2022		Barclays Current Acco	direct transfer	Waste Disposal	Greenzone Facilities Manager	S	194.40	38.88	233.28
793	31/01/2022		Barclays Current Acco	direct transfer	Mileage claim	Staff	X	178.20		178.20
795	31/01/2022		Barclays Current Acco	direct transfer	Cleaning and cleaning supplies	LC	E	121.00		121.00
807	23/02/2022		Barclays Current Acco	direct transfer	Salaries	Staff	X	7,036.83		7,036.83
Total								14,323.67	796.43	15,120.10



Bank Reconciliation at 31/01/2022			
	Cash in Hand 01/04/2021		115,663.20
	ADD		
	Receipts 01/04/2021 - 31/01/2022		290,434.06
			406,097.26
	SUBTRACT		
	Payments 01/04/2021 - 31/01/2022		222,373.99
A	Cash In Hand 31/01/2022 (per Cash Book)		183,723.27
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycard credit card 18/06/2021	0.00	
	CCLA Account 01/01/2022	126,816.81	
	COIF 27/04/2021	50.00	
	Treasury Stock 01/01/2022	60,351.17	
	Business Saver Account 31/01/2022	9,544.27	
	Barclays Current Account 31/01/2022	3,100.00	
			201,922.25
	Less unrepresented payments		18,198.98
			183,723.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		183,723.27
	A = B Checks out OK		

Appendix 11

The finance committee resolved to recommend that the sums insured for the playground equipment are reduced by half to £75,000 and the street furniture reduced to £25,000 plus a £5,000 contingency



Minutes of the meeting of Holbeach Parish Council on Tuesday 1st March 2022 at 19:00 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, R Stevens, I Hutchinson, M Murfet, P Howden & R Flood Clerk: Jan Hearsey	Cllr S Johnson	Cllrs: T Wiltshire & E Penney
Public including Councillors			

Chairman Cllr S Hutchinson open instated Standing Orders and opened the meeting at 19:00

2021/2 -171 Apologies for absence and reasons given.

Apologies were received and accepted from Cllr S Johnson

2021/2 -172 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

None

2021/2 -173 HR, Health and Safety and Data Committee

It was resolved 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. It was resolved to agree to move forward in relation to an outstanding HR matter, in the quickest way possible with a letter from our legal advisors & to instruct our legal advisors on the points of contact.**

Meeting closed at 19:01

Signed Chairman.....Date.....



Minutes of the meeting of Holbeach Parish Council on Monday 14th March 2022 at 19:10 at the Methodist Hall, Albert Walk, Holbeach

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Hutchinson, R Stevens, I Hutchinson, P Howden, M Murfet, T Wiltshire, & R Flood Clerk: Stand-in Karen Baxter County Cllr T Carter	Cllr: S Johnson	Cllr. E Penney
Public including Councillors	2 members of the public. 1 Member of the press.		

Chairman Cllr S Hutchinson welcomed everyone to the meeting. The meeting opened at 19:10

2021/2 -171 Apologies for absence and reasons given.

Cllr S Johnson gave his apologies which were accepted.

2021/2-172 Clerk – See appendix 1

- a. Update on the vacancy for Hurn Ward, Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Update on vacancy following the resignation of former councillors P Sparkes and S Favell
- c. Correspondence received/update on meeting venues and replies to parishioner questions from the last meeting

2021/2 -173 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 – **No declarations**

2021/2- 174 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 14th February 2022 as minutes.



2021/2 -175. Police, County and District Matters

- (a) To receive a report from the Police – see appendix 2
- (b) To receive a report from the County Council – see appendix 3
- (c) To receive a report from the District Council – see Appendix 4

2021/2 -176 Open Spaces committee: To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr R Flood – See appendix 5
- b. It was **resolved** to agree to the Clerk having delegated powers to sign for an ashes exhumation
- c. To resolve to agree the cost of an ashes exhumation. It was proposed, seconded and **agreed** to charge a flat fee of £100.00
- d. It was **resolved** to agree to hand back the maintenance of the Beacon area to SHDC
- e. It was **resolved** to agree to a film company using Carters Park as a location on Sunday 24th April – Police are aware that there will be screams and loud noises if the public contact them. Cllr R Flood offered to lock up if out of normal hours.
- f. To resolve to agree the procedure as recommended by the ICCM for the placing of memorials on graves with more than one family occupants – It was proposed, seconded and **agreed** that a notice would be put on that someone wants to put a memorial on it for one year and a day. If just one person says no then it can not happen. Each one will be on an as an when basis – see appendix 5b
- g. It was **resolved** to agree to revoke the allotment policy from 11th April 2022
- h. It was **resolved** to agree to remove the post on the path in Park Road Cemetery

2021/2 -177 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee – No interest

- a To receive the report from a member of the committee Cllr M Murfet delivered – see appendix 6
- b It was **resolved** to approve the planning applications – see appendix 7
- c It was **resolved** to agree to adopt the emergency plan volunteers as volunteers of the Council
- d To receive an update on the emergency plan from Cllr M Murfet – To confirm details of a safe places and vulnerable people in Holbeach. This will not be feasible for Holbeach St Marks or Drove. Once agreed by full council it will be part of the Emergency Plan.



2021/2 -178. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden – see appendix 8
- b. It was **resolved** to agree to request permission to site a Notice Board on the shop/filling station in Holbeach Drove. The shop owner has already agreed
- c. To receive an update on Councillor biographies – Can the outstanding ones go to Cllr P Howden to go on the website
- d. To resolve to agree to hold a forum on Sunday 27th March at the village hall in Holbeach St Johns and to who will attend – It was proposed, seconded and agreed to change the date to 3/4/22. Cllrs R Stevens, S Hutchinson and P. Howden to attend. Cllr P Howden to book lunch.
- e. It was **resolved** to agree to revoke the following policies with effect from 11th April 2022: Internet Usage Policy, Tablet usage Policy and Printed Notices Policy

2021/2 -179Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson – see appendix 9
- b. It was **resolved** to agree to adopt the partners of Cllrs I Hutchinson, R Stevens and the Clerk as basic maintenance and marshalling volunteers of Holbeach Parish Council. Cllr S Hutchinson requested to amend the agenda item to include the partner of the assistant clerk, K Baxter – proposed, seconded and **agreed**
- c. It was **resolved** to agree the spending for the Jubilee and the car show – see appendix 10
- d. It was **resolved** to agree the traffic management for 4th June – Only one quote came back .

2021/2 -180 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens – see appendix 11
- b. To resolve to agree the Financial statements and payment list – see appendix 12
- c. It was **resolved** to agree to give delegated powers to the Chairman of the Council and the Clerk to be able to jointly remove as signatories with Barclays Bank and CCLA, members who have resigned from the Council without prior consent of the Council
- d. It was **resolved** to agree the recommendation of the committee to cover the cost of the maintenance of the defibrillator at Holbeach Drove – Approx cost £270 per year – Cllr P Howden going to contact local electricians to fit.
- e. It was **resolved** to agree the recommendation of the committee the additional spend for the trailer
- f. It was **resolved** to agree the recommendation of the committee and internal auditor to move the COIF and Treasury stock accounts into assets



2021/2- 181 To resolve to agree to elect a Safeguarding officer following the resignation of Former Cllr S Favell – It was proposed, seconded and agreed that Karen Baxter would be elected and Cllr M Murfet would assist if required.

2021/2- 182 To resolve to agree the way forward with the application from Rock School Bus - NHS Prevention Suicide Funding – It was proposed, seconded and agreed to remove this item from the Agenda as County Cllr T Carter has a confirmed place.

To resolve 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 for agenda item: 2021/2-183:

It was proposed, seconded and **agreed** to re-order the agenda and place item 2021/2-183 at the end of the meeting.

2021/2 – 184. Agenda item requests.

- Cllr T Wiltshire - Item 2021/2-174 into closed session for next meeting
- Cllr P Howden – Holding Parish Council meeting out in the ward onto next Agenda. Dates agreed but not venue due to Wi-Fi issues.

2021/2 -185. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date is 11th April 2022 at 19:00 at the Methodist Hall, Albert Street –

Open session closed at 19:56

Closed session opened at: 20:02

2021/2 -183 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson
- b. It was **resolved** to agree the salaries for 2022/3 as recommended by the Finance Committee – Cllr R Stevens left the meeting. A Councillor raised a point of order reminding Members of the Nolan principles.

Meeting closed at 20:08

Following the closed session part of the meeting Cllr S Hutchinson will give a presentation to Members only, regarding the Carters Park Charity

Signed Chairman.....Date.....



Appendix 1

We have a vacancy on Hurn Ward, Drove Ward and 5 on town Ward.

We are waiting for confirmation that we can co-opt for the vacancies created by the resignations of Cllr's P Sparkes & S Favell.

There has been some issues with rough sleepers in Park Road cemetery. The police are aware and have this in hand.

To answer the parishioners questions from last meeting, authorities do not use percentages to work out increases to the precept but a tax base figure. This works out any increase to a Band D property. Local authorities can increase the precept but in real terms the amount paid would decrease due to an increase in housing.

In 2020/21 there were three employees, however one was an apprentice on an apprentice salary, one was part time and one full time. For the year 2021/2, there were two full time employees both on a full salary. With regard to the question of £27,000, we cannot answer this question due to Data Protection Laws. We trust this answers the questions.

Appendix 2

I will be at Tesco 18:00 – 19:00 on the 10th March and in the Library from 1pm to 2pm on Wednesday 16th March. This is for the public to engage with me and discuss any issues they have or ask for advice.

We should be back home in the refurbished Holbeach Police Station on 31st March - Yay!

We have had a spate of thefts of transit type vans and trailers in the area. This week we have received reports of residential burglaries in rural locations – Whaplode Drove and Holbeach Fen.

We urge members of the community to report any suspicious vehicles. Stolen vehicles are often left in car parks and on residential streets for a few days before the offenders come back to pick them up, just in case the vehicles have trackers on them which they have been unable to find. Any 'random' vehicles parked up which is out of character can be reported via the 101 number and we can check them out.

Appendix 3

Highways are meeting late March regarding pushing through yellow markings on High Street, TLR has been delayed and they are meeting early April to discuss other matters.



There has been conversations going on between officers and schools to see if there is anything that be done to see an improvement from a safety point of view outside Boston Road school, they've been without a Lolli-pop lady for quite some time and if there is any other areas that can be improved.

There have been conversations in regard to the sustainable transport action plan in relation to schools, bikes schemes, travel trainers, travel plans. We are just making sure that Holbeach schools are in the best place and if there is anything else we can do to support them.

Appendix 4D

We are putting together an app which is promoting all the businesses in the High Street. There will be Community, Events, Useful Numbers sections etc. If there is anything you want to put through, send it ASAP as this will be going live at the end of this month. This will be kept updated.

A video will be completed this week which will be a Welcome to Holbeach video.

Hanging basket letters have gone out to businesses in Holbeach and there have been a number of businesses who have taken up the offers.

Amber has approached number of people in Holbeach and a location has been secured. I think she has filled the other locations but I'm not sure.

There has been positive feedback from businesses in regard to business advisor sessions. There is still a few more opportunities in the next few weeks.

Appendix 5

It was decided to only give out keys to the park to groups who will stay in the park, this is for H & S reasons.

We are still experiencing an unwanted level of anti-social behaviour across our site.

Following notification that we have been awarded a grant, we are actively looking at the slide replacement in Carters Park

We are looking at signage for the memorial wall at Hallgate cemetery

We are now going to purchase the plants for the closed churchyard and will begin planting shortly.

The Clerk has completed the allotment training

Appendix 5b

Memorial for grave with multiple internments

Following Cllr Rick Stevens completing the ICCM burials course, he asked the question as to what is required to place a memorial on a grave that has more than one family occupant.

We have to place a notice on the grave asking if anyone has objections and this notice must be displayed for 12 months, at the end of this period we can grant the memorial



Appendix 6

We discussed at the last planning committee all of the applications and passed those over.

We discussed that SID placements, due to the resignation of Cllr P Sparkes, going to next planning committee to agree the way forward.

Appendix 7

Date	Planning No:	Description	from Cllrs	HPC response
22 February 2022	H09-0165-22	Residential Development - Erection of 1 Dwelling	2	No objection
22 February 2022	H09-0119-22	Demolish existing dwelling & erection of three 4 bed houses and garages		
22 February 2022	H09-0175-22	Proposed two storey side extension		
24 February 2022	H09-0182-22	Extension of car parking on site - retrospective		
24 February 2022	H09-0180-22	Modification of 106 Agreement to omit 8 two bed dwell		1 Object to reduction in affordable housing
25 February 2022	H09-0143-22	Proposed dwelling		3 concerns that once this is agreed then it will open the floodgates
01 March 2022	H09-1325-21	Erection of bungalow		2 No objection
01 March 2022	H09-0186-22	Proposed extensions & alterations		1 No objection
02 March 2022	H09-0207-22	First floor extension to bungalow		1 No objection
02 March 2022	H09-0200-22	Amend non-adopted roadway in front of plots 68-70.		2 No objection
08 March 2022	H09-0233-22	Extension & Conversion of Existing Garage		2 Believe it should be self contained annexe not separate dwelling
09 March 2022	H09-0135-22	Proposed 3 bed detached dwelling		
09 March 2022	H09-0245-22	Change of Use and renovation of 'The Old Bakery'		1 No objection

Appendix 8

CALENDAR PHOTOGRAPHY COMPETITION.

We have received 11 entries so far and 8 local businesses have sponsored the competition.. I have delivered a few more sponsorship forms as well hoping to get a bit more support. We have our three judges confirmed and will put another piece on our Facebook Page.

YOUTH COUNCIL.

We are in the process of arranging a date when we will be visiting the academy to meet some of the students who may be interested in becoming involved.

COUNCILLORS BIOS.

There are still 2 outstanding and I have written to remind those concerned.

PRESS RELEASES.

The Village Voice will be printing our Easter Event and Jubilee Celebrations in next month's edition. Our Jubilee plans have also been sent to The Free press and Voice.

NOTICEBOARDS.

I have been given permission to use the village hall notice board in Holbeach St Johns and have put up the calendar competition poster and one about our councillor vacancies. We have purchased a new noticeboard for Holbeach Drove and are awaiting confirmation on when we can install it.

HPC FORUMS.



Councillors Flood, Murfet and former councillor Favell attended the last forum and interacted with a few parishioners. We hope to hold the next one in Holbeach St Johns at the end of March. The date and time is to be confirmed.

CYBER ATTACKS

Antivirus software is to be installed in HPC tablets by Councillor Stephens. It was resolved to agree that passwords should be changed every three months

This will be managed by our clerk who will remind everyone when this should be done.

Appendix 9

At our last meeting we focused on the jubilee celebrations on 2nd and 4th June. The beacon will be lit on 2nd June with the assistance of the Royal Observer Corp and it was agreed to keep this event small to allow for public safety. We have had a meeting with a representative of the Royal Observer Corp to go through the details and we are in the process of completing all the relevant paperwork.

On 4th June a family fun day will be held between 11 am and 4pm centre around Church St. We have various activities for children arranged and entertainment for adults throughout the day. The event will start with a tractor run and end with the wheelbarrow race. There will be an exhibition of memorabilia in the Reading rooms kindly organised by Linden Secker. We are still talking to highways regarding the road closure and will be meeting with SAG in the next few days to discuss the safety requirements for all our events for the year.

We have the Easter duck hunt coming up on April 16th 10am until 2pm and details will be going out in the coming weeks of where to get entry forms and where to collect sweets for completing the hunt. We may also combine this event with a planting day.

The car show is pretty much organised with entries still coming in. We will be starting work on the relevant paperwork once we have met with SAG

Remembrance is underway and more details will follow in the coming months.

We agreed the date for our Christmas event which will be 3rd December. No details have been planned for this event yet but these will follow in the coming months.

Appendix 10

spend the following:

Jubilee – tree and plaque for each of six schools £300/garden games £250 max/
Bands & music £200/ bunting £200. For Car show - £650 for bands/ banners £130/
toilets £1,000 making an overall total of £2,730

Appendix 11

Apart from the normal approval of payments and checking invoices the finance committee agreed to ask for extra funding for the new Parks trailer as the one I had sourced wasn't going to be future proof. Colin has asked for a trailer to be at least 60" wide which is the average size of a lawn mower.



I have gone back to the original people who have ordered one for us and it is an additional £699.00. With procurement the plan is for sometime in the future to replace the oldest Kubota with a zero turn mower which will help us a lot.

Review of the financial spend versus budget noted that costs greater than the original budget mainly relates to the asbestos in the allotments.

I am pleased to say that since the procurement policy was rolled out we could be looking at an overall surplus budget which will be clarified after the end of the financial year. We have discussed potentially using some the surplus to top up on our reserves, extra funding for the Jubilee Garden, slide replacement and purchase of a zero turn mower.

Appendix 12

Bank Reconciliation at 28/02/2022		
	Cash in Hand 01/04/2021	115,663.20
	ADD Receipts 01/04/2021 - 28/02/2022	297,828.51
		413,491.71
	SUBTRACT Payments 01/04/2021 - 28/02/2022	243,854.88
A	Cash in Hand 28/02/2022 (per Cash Book)	169,636.83
	Cash in hand per Bank Statements	
	Cash 27/04/2021 0.00	
	Calender Competition 18/02/2022 175.00	
	Barclays (ring fenced funds) 18/02/2022 140.00	
	Barclaycar credit card 18/06/2021 0.00	
	CCLA Account 01/02/2022 116,826.59	
	COIF 27/04/2021 50.00	
	Treasury Stock 01/01/2022 60,351.17	
	Business Saver Account 28/02/2022 11,842.74	
	Barclays Current Account 28/02/2022 3,266.67	
		192,652.17
	Less unrepresented payments	23,135.34
		169,516.83
	Plus unrepresented receipts	120.00
B	Adjusted Bank Balance	169,636.83
	A = B Checks out OK	



Holbeach Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
835	15/01/2022		Bardays Current Acco	direct transfer	Cleaning and cleaning supplies	Spalding Cleaning services	E	23.00		23.00
811	24/01/2022		Bardays Current Acco	direct transfer	Fees	Lincolnshire Association of Lc	Z	1,625.93		1,625.93
839	01/02/2022		Bardaycar credit card	credit card	Tea coffee etc	one stop	S	3.08	0.62	3.70
867	01/02/2022		Bardays Current Acco		Audit fees	Bulley Davey	S	750.00	150.00	900.00
836	03/02/2022		Bardaycar credit card	credit card	Computer Software and softwe	Microsoft 365	S	18.80	3.76	22.56
837	03/02/2022		Bardaycar credit card	credit card	Computer Software and softwe	Microsoft 365	S	63.38	12.67	76.05
851	05/02/2022		Bardaycar credit card	credit card	Water and Sewage	Wave	E	21.01		21.01
841	06/02/2022		Bardays Current Acco	direct transfer	Mileage claim	councillor	E	123.30		123.30
844	09/02/2022		Bardaycar credit card	credit card	Sundries	All Mower Parts	S	-16.66	-3.33	-19.99
843	10/02/2022		Bardaycar credit card	credit card	Notice boards	Wonderwall Products	S	69.17	13.83	83.00
852	10/02/2022		Bardaycar credit card	credit card	Water and Sewage	Wave	E	71.88		71.88
853	10/02/2022		Bardaycar credit card	credit card	Water and Sewage	Wave	E	18.02		18.02
838	11/02/2022		Bardaycar credit card	credit card	Stationery	Scale Lane Printers Ltd	S	13.97	2.80	16.77
834	12/02/2022		Bardays Current Acco	direct transfer	Cleaning and cleaning supplies	Spalding Cleaning services	E	23.00		23.00
842	13/02/2022		Bardaycar credit card	credit card	Computers	F5CS Ltd	S	333.32	66.67	399.99
858	20/02/2022		Bardays Current Acco	direct transfer	Water and Sewage	Anglian Water	E	631.91		631.91
832	20/02/2022		Bardays Current Acco	direct transfer	Fees	Ark ICT Solutions Ltd	S	359.28	71.86	431.14
833	21/02/2022		Bardaycar credit card	credit card	Postage	one stop	E	15.84		15.84
830	22/02/2022		Bardaycar credit card	credit card	workwear	Amazon	E	24.95		24.95
855	23/02/2022		Bardays Current Acco	direct transfer	Mileage claim	councillor	E	22.95		22.95
861	23/02/2022		Bardays Current Acco	direct transfer	NI and Tax	HM Customs & Revenue	X	1,527.17		1,527.17
859	25/02/2022		Bardays Current Acco	direct transfer	Protective Clothing	Mammoth Retail Group Ltd	S	117.98	23.60	141.58
866	28/02/2022		Bardays Current Acco		Sundries	Chandlers (Farm Equipment)	S	20.04	4.01	24.05
864	28/02/2022		Bardays Current Acco	direct transfer	Repairs to Buildings	Manor Roofing	S	4,738.00	947.60	5,685.60
846	28/02/2022		Bardaycar credit card	credit card	equipment	Big Bear Trailers	S	416.67	83.33	500.00
847	28/02/2022		Bardays Current Acco	direct transfer	equipment	Big Bear Trailers	S	4,282.33	856.47	5,138.80
849	28/02/2022		Bardays Current Acco	direct transfer	Waste Disposal	Greenzone Facilities Manager	S	261.30	52.26	313.56
850	28/02/2022		Bardays Current Acco	direct transfer	Locking up services	DTS	E	560.00		560.00
845	01/03/2022		Bardays Current Acco	direct transfer	Cleaning and cleaning supplies	Platinum Cleaning	E	208.00		208.00
848	02/03/2022		Bardays Current Acco	direct transfer	Training and seminars	Shear Training & Consultancy	E	195.00		195.00
865	04/03/2022		Bardays Current Acco	direct transfer	Training and seminars	Boston & North Wash Trainin	S	651.00	85.00	736.00
863	23/03/2022		Bardays Current Acco	direct transfer	Salaries	Staff	X	8,058.25		8,058.25
Total								25,231.87	2,371.15	27,603.02



**Minutes of the meeting of Holbeach Parish Council on Tuesday 19th April 2022
at 19:00 at the Holbeach St Marks Village Hall**

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: S Johnson, S Hutchinson, R Stevens, I Hutchinson, P Howden, M Murfet, T Wiltshire, & R Flood Clerk: Stand-in Karen Baxter <u>District Cllr N Worth</u> County Cllr T Carter		Cllr. E Penney
Public including Councillors	4 members of the public. 1 Member of the press.		

Chairman Cllr S Johnson welcomed everyone to the meeting and opened the public session:

Public session:

A member of the public felt that the lack of councillors was due to a lack of communication. He looked after the notice board at St Marks and had not been given any notices by the Clerk. Cllr M Murfet responded that his comments had been taken on board, he is happy to help and the PR/IT committee were looking into putting up more boards in the Parish. Cllr S Johnson thanked the parishioner.

Chairman Cllr S Johnson instated Standing Orders and the meeting opened at 19:07

2021/2 -186 Apologies for absence and reasons given.

None were received. Cllr E Penney was absent without apologies.

2021/2-187 Clerk

- a. Update on the vacancy for Hurn Ward (2), Drove Ward and the five vacancies for Town Ward – all available for co-option
- b. Update on the election for the seat vacated by S Favell – The Clerk explained the time table and that nominations open tomorrow.
- c. To co-opt a parishioner to the council – it was proposed, seconded and **agreed** to co-opt Steven Lewis



d. Correspondence received – see appendix 1

2021/2 -188 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

None were received

2021/2- 189 Minutes of previous Meeting – It was **resolved** to approve the notes of the meeting of 1st March 2022 & 14th March 2022 as minutes.

2021/2 -190. Police, County and District Matters

- (a) To receive a report from the Police, members requested a public meeting be organised with the Police to discuss the anti-social behaviour – see appendix 2
- (b) To receive a report from the County Council – see appendix 3
- (c) To receive a report from the District Council – see appendix 3

2021/2 -191 Open Spaces committee:

- a. To receive the report from Chairman Cllr R Flood -see appendix 4
- b. It was **resolved** to agree the spend for the slide
- c. It was proposed, seconded and **agreed** to change the agenda item to as it is Plank Hook not Dog Drove. It was **resolved** to agree for an allotment tenant at Plank Hook to erect a steel shed
- d. To resolve to agree the locations for street artists – it was proposed, seconded and **agreed** to defer the item to the next ~Open Spaces Committee meeting

2021/2 -192 Planning, Properties, Emergency Planning & Speeding Committee:

- a To receive the report from a member of the committee – see appendix 5
- b It was discussed and **resolved** to ask the Clerk to respond to the request from Ashwood Homes re Holbeach Meadows saying that we would prefer something for the younger element and ask District for their input.
- e. It was discussed and **resolved** to agree the 5/6 street names for Geda Construction as follows: Ajax Close, Stanley Way, Fitzroy Road, Darwin Avenue, San Carlos Street and Ivy Close. The Clerk reported that District Council had asked for additional names for another development
- f. It was **resolved** to agree the spend of £2,025 plus vat to Hix's for the property valuations as recommended by the committee
- g. To receive an update on the phone box – The Clerk reported that she had sent an email to Chosen but had not received a reply



2021/2 -193. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden- see appendix 6
- b. It was **resolved** to agree that press releases are sent out to Full Council ahead of publication.

2021/2 -194 Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson – see appendix 7

2021/2 -195 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens – there was no report as Cllr Stevens was not at the Finance meeting
- b. It was **resolved** to agree the Financial statements (appendix 8) and payment list of £17,611.52 (appendix 9)
- c. It was discussed and **resolved** to agree the emergency procedure for agreeing payments in a situation where the council cannot meet due to events beyond their control as follows: That payments could be authorised by three councillors and the RFO. One of the three councillors should not be a signatory on the account. In the event that the RFO is unavailable, then the Assistant Clerk would take her place.
- d. It was **resolved** to agree the recommendation of the committee the Reserves for the policy for 2022/2023
- e. It was **resolved** to agree the recommendation of the committee for the additional spend on the Jubilee Garden of £3,000, as per the Reserves policy
- f. It was **resolved** to agree the recommendation of the committee the way forward with regard to red diesel purchases. The Clerk will order a minimum amount and Cllr T Wiltshire will advise her of the best time of year to purchase the remaining amount to achieve the best price.
- g. It was **resolved** to agree the recommendation of the committee to the cost of maintenance of the digital screen and insurance
- h. It was **resolved** to agree the recommendation of the committee the purchase of voting cards should the election go ahead

2021/2- 196 To resolve to agree to change the venue of some meetings to Holbeach St Marks Village Hall and Holbeach St Johns Village Hall and to agree which months – it was proposed, seconded and **agreed** to amend the agenda item to: To resolve to agree to have meetings on a rota basis starting in May with the Methodist Church in Holbeach, then Holbeach St Johns, then Holbeach Hurn and then Holbeach St Marks, through the summer months. – It was **resolved** to agree

2021/2- 197 It was resolved to agree to join the Police KIN network



2021/2-198 To resolve to agree which seats will be removed from which wards in the application to reduce councillor numbers – It was **resolved** to agree to reduce the seats by two, one on Hurn Ward and one on Town Ward to keep a balanced number of Councillors to electorate. Cllr R Flood requested her abstention be recorded.

2021/2-199 To resolve to agree the recommendations of the committees the policy reviews:

Open Spaces:

- Allotment Policy – **resolved** to agree
- Cemetery Fees – **resolved** to agree
- Cemetery Rules and Regulations – **resolved** to agree
- Memorial Policy & Regulations – **resolved** to agree
- Memorial Application Form – **resolved** to agree
- Scattering of Ashes Policy – **resolved** to agree
- Tree and Log Policy – **resolved** to agree

Planning, Properties, Emergency Planning & Speeding

- Planning Response Policy – **resolved** to agree

PR/IT

- Community Engagement & Communication Policy – **resolved** to agree
- Publication Scheme – **resolved** to agree
- Abusive, Persistent or Vexatious Complaints– **resolved** to agree
- Public Complaints & Concerns Procedure – **resolved** to agree
- Policy on Handling Freedom of Information Requests – **resolved** to agree

Finance

- Reserves Policy – **resolved** to agree
- Financial Regulations – **resolved** to agree
- Financial Risk Assessment – **resolved** to agree
- Procurement Policy – **resolved** to agree
- Grant Awarding Policy – **resolved** to agree
- Grant Application Form – **resolved** to agree
- Members Expenses Policy – **resolved** to agree

HR, H & S & Data Protection

- Employee Handbook – **resolved** to agree
- Health & Safety Policy – **resolved** to agree
- Volunteer Policy – **resolved** to agree
- Data Breach Procedure– **resolved** to agree
- Data Protection Policy – **resolved** to agree



- Data Protection Policy & Privacy Notice for Staff and Councillors – **resolved** to remove as in the Employee handbook
- General Privacy Notice – **resolved** to agree
- Subject Access Requests Procedure and Template Letter – **resolved** to agree

Councillors

- Code of Conduct Complaint Form – **resolved** to agree
- Councillor Co-option Policy – **resolved** to agree

It was resolved to suspend Standing Orders to review the following policies:

- Play Area Policy – **resolved** to agree
- FIXED ASSET CAPITALISATION POLICY – **resolved** to agree
- FIXED ASSETS POLICY – **resolved** to agree
- Asset Disposal Procedure – **resolved** to agree
- Code of Conduct review – **resolved** to agree

It was resolved to re-instate Standing Orders

2021/2-200 It was resolved to agree the Standing Orders review

It was proposed seconded and **agreed** to re-order the agenda and place items 2021/2-201, 2021/2-202 & 2021/2-203 at the end of the meeting. Cllr T Wiltshire requested his vote against the motion be recorded.

2021/22-204. Agenda item requests.

CCTV

2021/2 -205. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting is the annual meeting of the Parish Council on 9th May 2022 at 19:00 at the Methodist Hall, Albert Street –

Open session closed at 20:45

Closed session opened at 20:50 – Chairman Cllr S Johnson reminded everyone that this part of the meeting was confidential and that councillors should not record the meeting

It was resolved 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 for agenda item: 2021/2-201, 2021/2-202 & 2021/2-203

2021/2-201 It was resolved to agree the unpublished policy in relation to The Crown

2021/2 -202 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson - Cllr S Hutchinson update members on HR issues
- b. To suspend Standing orders to resolve to ratify staff salaries – It was proposed, seconded and **agreed** to suspend Standing Orders and to ratify the previously agreed staff salaries.
Standing Orders were re-instated

2021/2-203 To receive a report by Cllr T Wiltshire and to resolve to agree a way forward – It was resolved to defer the item. Cllr T Wiltshire interrupted the meeting after Standing Orders were instated and before agenda item 2021/22-186 and handed out a report to councillors, the clerk, members of the public, the press, District Councillor and County Councillor, this caused a data protection breach which has been reported to the ICO.

The reason for this agenda item was to complain about individual councillors and the council as a corporate body does not have the authority to deal with individual councillors.

Cllr T Wiltshire raised what he believes is a matter relating to a member of staff, Cllr T Wiltshire has not followed procedure and should have raised this with HR as it is a confidential matter.

Only statements agreed by the whole Council in the public domain are factual.

Meeting closed at 20:55

Signed Chairman.....Date.....

Appendix 1

Following my recent visit to LALC offices for CiLCA training, In closed session minutes are not minutes, they are background information only, they must be printed on pink paper and remain confidential. They are placed in the minute file but not signed or circulated. The white paper minutes are the only official minutes.

Can I remind members again to update their DPI's, this is the responsibility of the individual councillor and updated forms should be handed into the office.

Rialtas software is now installed and we have the cemeteries, allotments and accounts software running. I would like to offer thanks to Rialtas for giving their time to ensure a smooth transition between the two software's.



Due to the meeting on the 11th being cancelled, the Barclaycard bill needed to be paid or we would have incurred charges, with the authority of the Finance committee, I used my delegated powers to pay the bill on the 14th April

All documentation has now gone to the internal auditor ready for them to make their report.

A gentleman visited Coubro last Wednesday to complain about the anti-social behaviour in both Carters Park & Park Road Cemetery. There have been incidents where youth were playing football amongst the graves. The tennis courts have youngsters riding bikes on them and sitting on the nets. This gentleman was also nearly run over by an electric scooter being ridden erratically through the cemetery. The gentleman had spoken to our Open Spaces team and he passed on his thanks at how professional and understanding they were. I have sent an email to the police regarding the electric scooter.

This is being picked up in Cllr Flood's Open Spaces report, but the level of vandalism in both Carters Park and Park Road cemetery has escalated. The police are aware

Letter from pupil at UAH complaining at the bad parking, speeding and lack of visibility outside the school. They have asked for help from Holbeach Parish Council. There has been a second complaint regarding parking during school drop off and pick up. Following members request last year, we were informed that LCC were doing a study this spring to determine if it was feasible to put a pedestrian crossing in Park Road

Letter received from solicitors in Dorset to say we have been bequeathed £500

Appendix 2

Our Neighbourhood Priority for Jan – Mar was
Safety around our schools.

We have a large secondary school and 7 primary schools on our beat area. We have attended all the schools, made observations and recommendations where possible. We have made contact with Lincs Road Safety Partnership and will continue to work with them on the subject and support parking issue changes outside schools.

It's important that those on the school run also take responsibility for their actions as there was evidence of drivers ignoring signage and safety measures which puts others at risk. Speeds around the schools at peak times were not excessive due to the sheer volume of traffic. Some schools had little or no issues.

If there are any clubs or community groups who would like a member of the team to attend and give safety/security advice, please email us, or leave a voicemail on the numbers below.



Every three months, we listen to your concerns and look at recent crime statistics to decide on what we will concentrate on for the next three months. Our priority for the next quarter (APRIL - JUNE) is, Reducing Anti-Social Behaviour and Criminal Damage.

Over recent weeks we have seen an increase in incidents of Anti-Social Behaviour and Criminal Damage. We are making some inroads into dealing with those responsible but there is still much work to do. We have elderly victims of Criminal Damage along with some high value damage with multiple victims. This behaviour will not be tolerated. We need to safeguard our residents and their property. We will be increasing patrols of hotspots and working with other agencies to attempt to change the behaviours of those responsible.

If you see anyone damaging anyone's property, please call us on 999. If you are a victim of Anti-Social Behaviour, you don't have to put up with it. Call us on the 999 or via 101 whichever is appropriate.

Appendix 3

County

The crossing at Park road requested last year- I met with officers about it a couple of weeks ago to follow it up and that will now be progressing to the survey stage that was discussed at the time the crossing was requested. Will let you know as and when I am aware of results/ next steps etc.

My Request for the double yellow lines to be extended in High street, to try to stop the parking along high street that causes the blockage and issues at the lights when wider vehicles need to get through, made difficult when people keep parking along that stretch opposite the church- consultation on that will be scheduled and go ahead soon. Again, will update you when I know any further

Boston road- a great deal of investigation is underway by both LCC and Anglian water. The route of issue needs to be found and investigation will continue until it's found so we don't have to keep revisiting this section of road. Everything is being checked and checked again. There is a very strong, good working relationship between LCC and Anglian Water in regards to the area which helps considerably.

LCC are very committed to getting to the bottom of the issue and fixing it once for all- I have made it extremely clear this has to be the final time that things need doing at this road and it needs everything possible doing to close the issue this time. I have been assured that resources, expertise, funds have all been made available to do it and they completely support my views and are committed to it fully.

Engineers are currently exploring a number of possible solutions so the best route is followed once the issue is identified.

Multiple daily conversations are ongoing with my Highways Manager.

District-



Toilet refurbishment will commence at the end of the month. A portable toilet is booked for during that period of time for residents and businesses to be able to use. The toilets being refurbished is a long awaited project that I am pleased to see come forwards. Later than I would have liked, but will make a real difference to the town having good quality toilets in the town.

Appendix 4

Carters Park

Still the ongoing problem with littering.

We agreed the new type of slide and will update once we have installation date.

Full council was invited by events committee to discuss ideas for the Jubilee Garden within Carters Park.

Hallgate Cemetery.

Looked at options for new signage for the memorial wall.

Grass cutting has started in area.

Park Road cemetery.

Looks nice and tidy.

Allotments.

On going problem with fly tipping at Battlefields being reported to us, we discussed how we need definite proof of the offender so we can action.

Appendix 5

It was agreed that due to the resignation of both the chair and vice chair of planning that Cllr Murfet would chair the meeting. Also it was agreed that due to the chairs of each committee being elected in the full May council meeting that next months chair would be temporarily voted as this month.

Minutes were agreed.

All planning applications received were agreed with any comments or concerns fed back to SHDC.

The location of the SID placement for April was agreed to be at the entry of Holbech st John's at New River Gate \ Jekil's bank.

It was agreed that the Clerk will download the speeding data and re charge the SID at coubro chambers between placements. While the placement of the SIDS will be carried out by Cllr Murfet and Cllr Howden.

It was agreed that the CAB will be renting room 2 at Coubro to allow the services to restart after the COVID pandemic. The dates the service offers will be advertised locally.

It was agreed to start the process for registering 2,4 and 4a High Street with the land registry



It was agreed that as Cllr I Hutchinson would represent the PPES committee on the Finance Committee

Emergency planning plan has been completed by Cllr Murfet and Cllr Howden will attend the next available training for emergency planning. All Cllr's will be listed as volunteers on the plan to be contacted if and when the needs arrive by the Clerk. The contact for the wider volunteers will be Samantha Favell. Once the plan is finalized and submitted to the Clerk then this will be initialized to Lincolnshire Emergency planning Centre.

It was agreed to instruct Hix and Sons as the company for the property valuations and EPC report.

Items for discussion and agenda items were requested to be sent to the Clerk and Confirmed date and venue of next PPES committee Meeting on Thursday 21st April at coubro chambers at 16:30.

Appendix 6

Funds have been received from SHDC for the purchase of a defibrillator which is to be sited on an external wall of The Stores and Filling Station in Holbeach Drove.

Many thanks to Cllr Paul Redgate for facilitating this. We are planning to purchase this from Lincolnshire Lives who will also maintain it for us. Once sited a press release with photos will be arranged. I wish to extend my sincere thanks to the owner of the stores for allowing us to use her premises for such a good cause.

The digital screen at Market Hill is in the process of being installed. It will have a town map, a basic events page and a home page with photos of local businesses. Further discussions around content will happen at our next meeting.

Three Cllrs attended a Parish Lunch at Holbeach St Johns Village Hall and were all well received. Several parishioners raised items of concern which will be addressed. The next Forum will be on Thursday 21st April from 10am until 2pm in the foyer of Tesco.

Unfortunately the notice board purchased for Holbeach Drove was not suitable. The cost is being refunded and another one is on order.

Only 12 photos have so far been received for the calendar competition. We have not had any response from local schools who were approached. More advertising, another Facebook post and a press release is being arranged. We now have three judges who have agreed to being named. £250.00 has been received from local businesses to help cover printing costs.

Further discussions are being held with Holbeach Academy in an attempt to get some students to attend one of our sub committee meetings.



Our next meeting is on Thursday 5th May at 5pm in Coubro Chambers.

Appendix 7

The Easter duck hunt was a great success and the Town was very busy. We are also planning another yard sale on Sunday 8th May. These are always popular and bring lots of people to the town. Details of how to register are on our Facebook page or contact the clerk.

We are reviewing all the paperwork for our upcoming events and hope to have this all completed in the next few weeks.

Appendix 8

8 April 2022 (2021-2022)

Holbeach Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2022

Cash in Hand 01/04/2021		115,670.40	
ADD			
Receipts 01/04/2021 - 31/03/2022		307,889.51	
			423,559.91
SUBTRACT			
Payments 01/04/2021 - 31/03/2022		312,493.94	
A Cash in Hand 31/03/2022			111,065.97
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	27/04/2021	0.00	
Calender Competition	15/03/2022	200.00	
Barclays (ring fenced funds)	31/03/2022	5,863.20	
Barclaycar credit card	18/06/2021	0.00	
CCLA Account	31/03/2022	81,871.40	
COIF	27/04/2021	0.00	COIF and Treasury Stock moved to Asset Register
Treasury Stock	28/02/2022	0.00	
Business Saver Account	31/03/2022	20,131.37	
Barclays Current Account	31/03/2022	3,000.00	
			111,065.97
Less unrepresented payments		0.00	No unrepresented as these were Creditors
			111,065.97
Plus unrepresented receipts			
B Adjusted Bank Balance			111,065.97
A = B Checks out OK			

Appendix 9



Holbeach Parish Council												
PAYMENTS (AWAITING AUTHORISATION) LIST												
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
903	Sundries/Service, Mainte	01/03/2022		Barclays credit card		Fire Protection	Budget-Fire	S	154.87	30.97	185.84	
904	Vehicle & plant repairs &	01/03/2022		Barclays Current Acc direct transfer		Repairs to Chainsaws and	Chandlers (Farm Equipm	S	70.14	14.03	84.17	
901	Email system	03/03/2022		Barclays credit card		Computer Software and s	Microsoft 365	S	18.47	3.69	22.16	
902	Email system	03/03/2022		Barclays credit card		Computer Software and s	Microsoft 365	S	56.14	11.22	67.36	
897	repair & maintenance off	08/03/2022		Barclays Current Acc direct transfer		Locks and Keys	Hurco ltd	E	65.00		65.00	
896	repair & maintenance off	08/03/2022		Barclays Current Acc direct transfer		Building work	Hurco ltd	E	350.00		350.00	
899	General training	08/03/2022		Barclays Current Acc direct transfer		Training and seminars	Lincolnshire Association	S	45.00	9.00	54.00	
900	Councillor training	08/03/2022		Barclays Current Acc direct transfer		Training and seminars	Lincolnshire Association	S	45.00	9.00	54.00	
908	office building cleaning	12/03/2022		Barclays Current Acc direct transfer		Cleaning and cleaning sup	Spalding Cleaning servic	E	23.00		23.00	
891	computer equipment am	16/03/2022		Barclays credit card		Computer Software and s	Moneysoft Ltd	S	75.00	15.00	90.00	
892	Sacks - litter picking	16/03/2022		Barclays credit card		Black sacks	Ideal 365	S	87.50	17.50	105.00	
885	IT	18/03/2022		Barclays Current Acc direct transfer		Computer Software and s	Rialtas	S	3,952.00	790.40	4,742.40	
880	stationary & IT Sundries	23/03/2022		Barclays credit card		Tea coffee etc	one stop	S	1.78	0.17	1.95	
905	National Insurance office	23/03/2022		Barclays Current Acc direct transfer		NI and Tax	HM Customs & Revenue	X	2,086.53		2,086.53	
881	hire of venue office adm	24/03/2022		Barclays Current Acc direct transfer		Hire fees	Holbeach methodist chu	E	60.00		60.00	
887	Service, Maintenance &	25/03/2022		Barclays credit card		Sundries	D2D International	S	10.15	2.03	12.18	
884	Service, Maintenance &	27/03/2022		Barclays Current Acc direct transfer		Sundries	Tonwood Home Hardwar	S	12.48	2.50	14.98	
882	Mobile communications	29/03/2022		Barclays credit card		Phone charges	one stop	S	10.41	0.08	10.49	
926	Grass cutting	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	176.00	35.20	211.20	
927	Grass cutting Holbeach	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	136.00	27.20	163.20	
928	Grass cutting	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	24.00	4.80	28.80	
929	Grass cutting Holbeach	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	75.00	15.00	90.00	
930	Grass cutting Netherfield	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	125.00	25.00	150.00	
931	Grass cutting Holbeach	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	90.00	18.00	108.00	
932	Grass cutting Holbeach	31/03/2022		Barclays Current Acc direct transfer		Grass cutting	lincolnshire Commercial	S	136.00	27.20	163.20	
907	Water/Sewage cemeteri	31/03/2022		Barclays Current Acc direct transfer		Waste Disposal	Greenzone Facilities Man	S	209.04	41.81	250.85	
909	office building cleaning	31/03/2022		Barclays Current Acc direct transfer		Cleaning and cleaning sup	PLatinum Cleaning	E	208.00		208.00	
883	locking/unlocking/securi	31/03/2022		Barclays Current Acc direct transfer		Locking up services	DTS	X	330.00		330.00	
933	locking /unlocking /secu	31/03/2022		Barclays Current Acc direct transfer		Locking up services	DTS	X	310.00		310.00	
							Total		8,942.51	1,099.80	10,042.31	
						Plus April salaries					7,569.21	
							Total				17,611.52	