

**Minutes of the meeting of Holbeach Parish Council on Monday 15<sup>th</sup> May 2023 at 19:00 at Methodist Church, Albert Walk, Holbeach**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non Attendance</b>
<b>Holbeach Parish Council,</b>	Cllrs: S Hutchinson, I Hutchinson, M Murfet, R Stevens, T Wiltshire, P Howden, R Flood, C Turner & P Ison  Clerk: Jan Hearsey Deputy-clerk: Karen Baxter	Cllr P Ward	Cllr S Lewis
<b>Public including Councillors</b>	D Cllrs: T Carter 2 members of the public 1 press	Cllr A Beal;	

*Chair Cllr S Hutchinson open the meeting at 19:00*

**2023/4-001 - To elect a Chairman of the Council** – Cllr Clive Turner was duly elected as Chair of the Council. He thanked Cllr Sophie Hutchinson for her work as Chair.

**2023/4-002 - To elect a Vice-Chair of the Council** – Cllr Rick Stevens was duly elected as Vice Chair of the Council.

**2023/4-003 - Apologies for absence**

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

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr P Ward

**2023/4-004 - 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

**2023/4-005 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> April 2023 and to authorise the Chair to sign the official minutes.

#### **2023/4-006 - Clerk**

- a) To receive a report from the Clerk – see appendix a
- b) To receive an update on vacancies – see appendix b
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt – the paperwork was reviewed and it was **resolved** to agree to co-opt Peter Savory to the Council
- d) It was **resolved** to agree to defer the signing of “Acceptance of Office” for those members where apologies for this meeting have been accepted by the Clerk

#### **2023/4-007 Policy**

- a) It was **resolved** to agree the Training & Development policy as amended

*It was proposed, seconded and **agreed** to suspend Standing Orders, for the next agenda item*

#### **2023/4-008 Terms of Reference**

- a) It was **resolved** to agree the TOR for Finance & Admin Committee as amended
- b) It was **resolved** to agree the TOR for Open Spaces Committee as amended
- c) It was **resolved** to agree the TOR for PPES Committee as amended
- d) It was **resolved** to agree the TOR for Events & PR Committee as amended
- e) It was **resolved** to agree the TOR for HR, H & S & Data Protection Committee as amended

*Standing Orders were re-instated*

#### **2023/4-009 - Finance & Admin Committee**

- a) To receive the report from the outgoing Chair of the Committee – see appendix e
- b) To elect members to the Finance & Admin Committee – members elected: Cllrs: Peter Howden; Rick Stevens; Rachel Flood; Peter Ison & Mark Murfet
- c) For the members of the Committee to elect a Chair – Chair elected Cllr Rick Stevens
- d) To note the Bank balances as of 30<sup>th</sup> April 2023 as follows:  
Account ending **4844** £2,828.13 Account ending **5394** £30,472.99  
Account ending **01PC** £435,482.92 – see appendix c
- e) It was **resolved** to ratify the payments made of £21,888.21 under minute reference: 2022/3-140 (d) – see appendix d
- f) It was **resolved** to agree to add two more Councillors to the banking mandate and who that will be: Cllrs Clive Turner & Peter Howden will be added to the Barclays Banking Mandate
- g) It was **resolved** to agree to request the RFO signs a direct debit mandate for Business Rates for Office 4 Coubro & the Digital Notice Board

#### **2023/4-010 - Open Spaces Committee**

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

- b) To elect members to the Open Spaces Committee- members elected: Cllrs: Rachel Flood; Mark Murfet; Peter Howden; Sophie Hutchinson; Clive Turner
- c) For the members of the Committee to elect a Chair – Chair elected Cllr Rachel Flood
- d) It was **resolved** to agree the quote for the slide as for the Clerk to go back to the supplier with the highest quote and ask if they can adapt the quote to within our budget of £15,000 plus VAT, if so for the Clerk to place the order – the proposed lead time is around 8 weeks
- e) It was **resolved** to agree to defer the price for the inclusive trampoline to the Open Spaces Committee for a detailed specification
- f) It was **resolved** to agree to defer the price for the football table
- g) It was **resolved** to agree to defer the price for fencing off the bowls lawn area
- h) It was **resolved** to agree to defer the price for the fencing at the Nature reserve
- i) It was **resolved** to agree to defer the price for the vehicle access gate at Carters Park
- j) It was **resolved** to agree to defer the price for the additional pedestrian access at Netherfields
- k) It was **resolved** to agree to give event organisers lock code when holding events in Carters Park
- l) It was **resolved** to agree to defer to install a “Post Box to Heaven” in a cemetery and the process surrounding the maintenance back to the Open Spaces Committee

#### **2023/4-011 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the outgoing Chair of the Committee -see appendix f
- b) To elect members to the PPES committee – members elected: Cllrs; Peter Howden; Peter Savory; Sophie Hutchinson; Tim Wiltshire & Isobel Hutchinson
- c) For the members of the Committee to elect a Chair – Chair elected Cllr Peter Howden
- d) It was **resolved** to agree the response to planning application number: H09-0316-23 Part change of use to include events venue including temporary siting of marquee as to go back saying there are concerns regarding parking and access
- e) An update on the Changing Places toilet and the works to the Pavilion was received, work is due to start in 4 – 7 weeks, it will go into one of the bowls club changing rooms. The bowls club had raised questions which will go to the PPES committee before coming back to Council
- f) It was discussed and **resolved** to agree to write to LCC and the Police regarding the parking on the High Street and ask for a traffic warden – (Cllr T Carter was invited to speak and stated she would support this)

#### **2023/4-012 - Events & PR Committee –**

- a) To receive the report from the outgoing Chair of the committee -see appendix g
- b) To elect members to the Events & PR Committee – members elected: Cllrs: Isobel Hutchinson; Tim Wiltshire; Sophie Hutchinson & Peter Howden
- c) For the members of the Committee to elect a Chair – No Chair was elected as no one person had a majority vote
- d) It was **resolved** to agree to allow Fleet Parish Council to use our PA system for their summer Fair

### **2023/4-013- HR, Health and Safety and Data Protection Committee**

- a) To elect members to the HR, H & S & data Protection Committee – Members elected: Peter Ison; Rick Stevens; Peter Howden; Mark Murfet; Tim Wiltshire- Cllrs S Hutchinson & I Hutchinson requested their vote against Tim Wiltshire be recorded. Cllr Murfet asked the Clerk to clarify the situation with the Deputy Monitoring Officer
- b) For the members of the Committee to elect a Chair – Chair elected Cllr Mark Murfet
- c) It was **resolved** to agree the review of the following policies:
  - i. Abusive, persistent, or vexatious complaints policy
  - ii. Policy on handling Freedom of Information requests
  - iii. Public complaints & concerns procedure
  - iv. Data breach procedure
  - v. Data protection policy
  - vi. General privacy notice
  - vii. Subject access request procedure and template letter
  - viii. Employee handbook – **Not agreed** -defer back to committee
  - ix. Health & safety policy
  - x. 48 hour opt out
  - xi. Deductions from pay agreement.
  - xii. Pool vehicle rules
  - xiii. Volunteer Policy

### **2023/4-014 – Appointments to other bodies – Defer to next meeting of the Council**

- a) Holbeach United Charities (2) -Cllrs:
- b) Holbeach Farmer Education Foundation (4)- Cllrs:
- c) Voluntary Car Service (1)- Cllr

### **2023/4-015 – Four-year plan**

- a) To receive an update from Cllr Clive Turner regarding the Terms of Reference for the four-year plan – What is our mission statement? What is our vision? Do we deliver? Set up some brain storming sessions, we can look at a couple of things a time and feed back to Committees. A document to be drawn up with a list of projects, what is currently ongoing with budgets, no surprises, all communications added, who is lead, is it on time etc. Set up a series of meetings, each only an hour, get everyone involved. Actions to improve committee, what are the top five things the Council cares about, are we serving the Parish well? How can we improve, working with partners, training for example.

### **2023/4-016 – Meetings**

- a) The next meeting of the Council will be on Monday 12<sup>th</sup> June 2023 at Holbeach Hurn Village Hall at 19:00
- b) It was resolved to agree the way forward with the cost of hall hire at Holbeach St Johns as, as it is only once per annum the cost of £60 will be acceptable

*Open meeting closed at 21:49*

*Closed meeting opened at 21:49*

**It was resolved to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted**

**2023/4-017 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the outgoing Chair of the Committee – Cllr S Hutchinson gave a report outlining the two recent HR meetings.

*Meeting closed at 21:52*

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

**Appendix a**

On the 13th April there was an issue with opening Carters Park and Park Road cemetery, this was an oversight on my part as due to staff shortages no one was working that day and the locking up service was not informed. A procedure is now in place to prevent this happening in future.

We have now completed the initial three months with EdgeIT software and are happy with how it works. There have been a couple of issues but these have been quickly resolved. As per minute reference, a five year contract has now been signed.

Following members decision last month I wrote to both Sir John Hayes and to the Monitoring Officer regarding concerns surrounding the Localism Act 2011. I have received a response from the monitoring officer to say that they will be addressing our letter after the elections, I have received a response from our MP saying our letter would be looked into.

I contacted Fleet Parish Council to ask for a copy of their Councillor training, however they do not have any.

Just a reminder that you should all send in details of your election expenses, even if no amount has been spent, to the Returning officer within the next week.

**Appendix b**

The following seats are vacant and available for co-option:

**HOLBEACH HURN**

1 seat

**HOLBEACH DROVE**



1 seat

**HOLBEACH TOWN**

5 seats

**Appendix c**

**Bank Accounts - Details and Current Balances** Start of year 01/04/23

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
1 Barclays Current Account	Ordinary	50494844	20-80-78	28/04/23	2,647.10	2,828.13
2 Barclaycard	Ordinary	54767609542				-5.00
3 Barcays Saver account	Ordinary	90915394	20-80-78	21/04/23	30,472.99	30,472.99
4 CCLA	Ordinary	0119240001P		01/04/23	155,482.92	435,482.92
<b>TOTAL</b>						<b>£468,779.04</b>

**Appendix e**

Normal monthly activities were carried out and all was correct.

It was agreed that with the slight variation of buying in bulk it currently is not viable. It was discussed to see what interest there would be in selling the bulk storage (1400Ltrs) RS to action.

**Appendix f**

All planning responses were agreed apart from one which will be on the full council agenda. The SID placements were agreed as Holbeach Hurn and Wignals Gate. Following an email from a parishioner we will look at a possible location on Roman Bank.

Following on from the tender for the work to the chapel window it was agreed to ask the contractor for a start date.

A specification for work to update the bowls pavilion has been drawn up and we will now be going out for prices.

**Appendix g**

At our last meeting the final details of the Coronation event . The day went well with lots of people attending. The only disappointment was that the funfair rides were unable to attend due to breaking down on route.

The first yard sale will be on 28th June.




## Appendix d

# Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
176		£46.14	4801/502	01/04/23	Booker - Sweets Easter Duck hunt	0262058
		<b>£46.14</b>			<b>Booker - Total</b>	
211		£600.00		30/04/23	DTS - Locking up April 23	
	1	£300.00	4405/250		Locking up	
	2	£300.00	4405/275		Locking up	
		<b>£600.00</b>			<b>DTS - Total</b>	
138		£842.50	4310/220	01/04/23	Farmer Education - Rent Battlefields	010423
		<b>£842.50</b>			<b>Farmer Education - Total</b>	
187		£87.10	4235/270	07/04/23	Flamingo Plants - Plants closed churchyard	
		<b>£87.10</b>			<b>Flamingo Plants - Total</b>	
213		<del>£300.00</del> £300.00	4215/250	30/04/23	Greenzone - Waste services Park Rd	
		<b>£300.00</b>			<b>Greenzone - Total</b>	
181		£495.00	44551/420	06/04/23	Hurco - Fire proofing to safe Coubro	3047
182		£22.00	44551/420	06/04/23	Hurco - New lock cupboard by safe	3955
		<b>£517.00</b>			<b>Hurco - Total</b>	
202		£449.34	4455/300	19/04/23	Irelands Farm Machinery - Kubota AE16 CJJ	208865
203		£454.80	4455/300	19/04/23	Irelands Farm Machinery - Kubota repair AE6 CJJ	208862
		<b>£904.14</b>			<b>Irelands Farm Machinery - Total</b>	
199		£432.00	4455/200	21/04/23	Lincolnshire Commercial Maintenance - Grass cutting PIR cemetery	107
200		£54.00	4455/200	22/04/23	Lincolnshire Commercial Maintenance - Grass cutting Churchyard	108
212		£1,463.40		27/04/23	Lincolnshire Commercial Maintenance - Grass cutting April 23	
	1	£244.80	4275		Holbeach st Johns	
	2	£225.00	4270/280		Netherfields	
	3	£244.80	4280		Holbeach st Marks	
	4	£270.00	4270/285		Holbeach Bank	
	5	£162.00	4285		Holbeach Hum	
	6	£316.80	4270/255		Hall Gate	
		<b>£1,949.40</b>			<b>Lincolnshire Commercial Maintenance - Total</b>	

Signature

Signature

Date



## Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
178		£487.95	4801/501	05/04/23	ManoMano - Tables and benches for Events & PR committee	93653840
		<b>£487.95</b>			ManoMano - Total	
76	23-04-12-MC	£30.00	4075	01/04/23	Methodist Church - Hall hire 11-04-23	010423
		<b>£30.00</b>			Methodist Church - Total	
188		£22.56	4100	03/04/23	Microsoft - Admin 365	
189		£70.19	4100	03/04/23	Microsoft - Cllrs 365	
		<b>£92.75</b>			Microsoft - Total	
179		£2.10	4690	06/04/23	One Stop - Washing up liquid & sponges	060423
		<b>£2.10</b>			One Stop - Total	
177		£191.00	4685	30/04/23	Platinum Cleaning - Cleaning Coubro April 23	
		<b>£191.00</b>			Platinum Cleaning - Total	
206		£5,145.00	44551/420	14/04/23	R Hill - Window repairs Coubro	14-04-23
		<b>£5,145.00</b>			R Hill - Total	
137		£390.00	4310/230	05/04/23	Savills - Allotment rent Northons Lane	
		<b>£390.00</b>			Savills - Total	
210		£5.00	4100	27/04/23	Smarty Mobile - SIM digital screen	
		<b>£5.00</b>			Smarty Mobile - Total	
183		£338.69		06/04/23	South Holland Inland Drainage Board - Drainage 2023-4	10-0749-7
1		£102.22	4305/239		Drainage 2023-4	
2		£211.89	4305/245		Drainage 2023-4	
3		£131.42	4305/240		Drainage 2023-4	
4		£223.33	4305/220		Drainage 2023-4	
5		£180.59	4305/235		Drainage 2023-4	
6		-£102.16	4305/220		Drainage credit for previous years	
7		-£102.15	4305/230		Drainage credit re previous years	
8		-£102.15	4305/235		Drainage credit re previous years	
9		-£102.15	4305/240		Drainage credit re previous years	
10		-£102.15	4305/245		Drainage credit re previous years	

Signature

Signature

Date





Holbeach Parish Council  
Expenditure transactions - approval list Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross Heading	Invoice date	Details	Invoice
		£338.69		South Holland Inland Drainage Board - Total	
125		£23.00 4685	11/04/23	Spalding Cleaning - Window cleaning Coubro	
		£23.00		Spalding Cleaning - Total	
196		£188.31 4801/501	25/04/23	Tradeprint - Banners for car show, signs for car show and yard sales	250423
		£188.31		Tradeprint - Total	
201		£155.47 46801/420	14/04/23	Wave - Water Coubro	11893036
		£155.47		Wave - Total	
204		£80.98 4450	25/04/23	West End Garage - Diesel	
205		£38.02 4460	05/04/23	West End Garage - Diesel	
		£119.00		West End Garage - Total	
		£9,416.18		Confidential	
<b>Total</b>		<b>£9,828.27</b>			

**Public session**

A member of the public asked how much 106 money had been awarded in the last five years, how much has been spent and how much is left?

Cllr S Hutchinson responded that the Council had made a Freedom of Information request of SHDC and a document had been provided. Some of the spreadsheet just showed formulas not data, once the document is ready, it will be published on our website.

A member of the public asked the Clerk why she had paid a contractor for that had not been done, the Clerk explained that payments are authorised by in last month's case, the Finance and Admin committee, not the Clerk.

They went on to ask why the cemetery chapels roof had only been re slated on three elevations. It was explained that this was always the case and it was three elevations on the original specification