

Minutes of the meeting of Holbeach Parish Council on Monday 12th June 2023 at 19:00 at Holbeach Hurn village hall

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council,	Cllrs: C Turner, R Stevens, S Hutchinson, I Hutchinson, M Murfet, T Wiltshire, P Howden, R Flood, P Ward & P Savory Clerk: Jan Hearsey		
Public including Councillors	C Cllr T Carter 1 parishioner 2 press	Cllr A Beal;	

Chair Cllr C Tuner opened the meeting at 19:06

2023/4-027 - Apologies for absence

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

None

2023/4-028 - 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

2023/4-029 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 2nd June 2023 and to authorise the Chair to sign the official minutes. It was proposed, seconded and **agreed** to defer the minutes of the 15th May 2023

2023/4-030 - Clerk

- a) To receive a report from the Clerk - see appendix a
- b) To receive an update on vacancies – see appendix a
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt – no papers submitted

2023/4-031 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee – see appendix b
- b) To note the Bank balances as of 31st May 2023 as follows:
Account ending **4844** £2,914.49 Account ending **5394** £7,892.79
Account ending **01PC** £435,950.60 – see appendix c
- c) It was **resolved** to agree to authorise the payments for May 2023 of £19,550.16 and to note the income for May 2023 of £4,495.76 – see appendix d
- d) It was **resolved** to agree the new telephone system as Sky Pro as £36.95 per month plus £12 for the router delivery.
- e) To resolve to agree to the budget movements as recommended by the committee – there were none.
- f) It was **resolved** to agree to **defer** the IT policy as a stand-alone policy.
- g) It was discussed and **resolved** to agree current spending in that a four-week hold was put on spending of large projects. All projects must have a complete specification of works and quotations should be like for like. (Cllr S Hutchinson registered her vote against.
- h) It was **resolved** to agree that Cllr Clive Turner will be a nominee to represent the Council on the LALC Management Committee
- i) It was **resolved** to agree a Parish supplier list.
- j) It was **resolved** to agree to **defer** that all IT and media responsibility moves to the Finance and Admin Committee

2023/4-032 AGAR Annual Governance and Accountability Return (AGAR) 2022/23

- a) To receive the report of the internal auditor
- b) To receive the Balance Sheet for the year ended 31st March 2023, to be signed by the Chair and Responsible Finance Officer.
- c) The Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2022/23 was **approved** and authorise signing by the Chair and Clerk; and
- d) The Accounting Statements (Section 2 of the AGAR) for financial year 2022/23 were **approved** and authorise signing by the Chair and Responsible Finance Officer.

2023/4-033 - Open Spaces Committee

- a) To receive a report from the Chair of the Committee – see appendix e
- b) To receive an update on the slide – the final specification has been circulated to members who **agreed** that the Clerk under minute reference 2023/4-010- (d) place the order immediately.
- c) It was resolved to agree the price for the vehicle access gate at Carters Park – in that the Clerk to approach D Cllr N Worth to ascertain the amount of funding and to contact that that supplied the quotes for better clarification of the specification. If the Parish Council has no monetary contribution, the Clerk to instruct subject to checking the drop kerb.
- d) It was **resolved** to agree to **defer** the prices for goal posts at Netherfield.

- e) It was **resolved** to agree the price and company for the sandpit works in that Open Spaces agree the specification and can then agree the project up to the £2,000 budget.
- f) It was **resolved** to agree to write to the Parishioner regarding scattering of pet ashes at Hall Gate, to say that we can only accept human remains.
- g) To receive the quotes for the sandpit works and to resolve to agree the price — agenda item the same as (e) delete this one.

2023/4-034 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee – see appendix f
- b) An update on the Changing Spaces Toilet was received and it was **resolved** to agree its location as a pod on the tennis court side of the existing toilet block.
- c) It was **resolved** to agree to **defer** a key audit and key holding policy.

2023/4-035 - Events & PR Committee –

- a) To receive the report from the Clerk – see appendix g
- b) For the members of the committee to elect a Chair of the committee – Cllr Tim Wiltshire was elected Chair of the Committee (Cllrs I & S Hutchinson voted against)
- c) To receive a report on the car show readiness From Cllr Isobel Hutchinson – met with the school & Royals Gym, putting together final map and will update at Events & PR meeting tomorrow.

2023/4-036 – Appointments to other bodies

- a) Holbeach United Charities (2) – Cllrs: I Hutchinson & C Turner
- b) Holbeach Farmer Education Foundation (4) – Cllrs: I hutchinson; S Hutchinson; M Murfet & P Howden
- c) Voluntary Car Service (1) – Cllr P Savory

2023/4-037 – Four-year plan

- a) To receive an update from Cllr Clive Turner – Working party to meet within the week to discuss communication, security, vision, objectives and mission. Members to report back to the committees.

2023/4-038 – Meetings

- a) The next meeting of the Council will be on Monday 10th July 2023 at Holbeach St Marks Village Hall

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

Open meeting closed at 20:49

Closed meeting opened at 20:59

2023/4-039 – Allotments



- a) It was **resolved** to agree the way forward with an allotment issue in that the Council follows the advice received

2023/4-040 - HR, Health and Safety and Data Protection Committee

- a) A report from the Chair of the Committee was received, the new member of staff had left and the post was being re-advertised.

Meeting closed at 21:21

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

Appendix a

We have received complaints regarding Park Road cemetery, each complaint has been answered. Our Open Spaces team are concentrating on this area and hopefully it will be resolved very soon.

Following members request for me to write to Sir John Hayes MP and the Monitoring Officer regarding the Localism Act 2011, we have received a response from Lee Rowley MP (Department of Levelling Up, Housing & Communities).

I have written to LCC regarding the request for a traffic warden in the High Street and expressing members concerns regarding parking, no response has been received yet.

Re digital notice boards business rates, SHDC have referred me to the Valuation office and the Valuation Office have referred me back to SHDC. I will be completing an online form with the valuation office.

Delegated Powers

Since the meeting of 15th May, I have used my delegated powers as follows:

16-05-23 – instructed grass cutting contractor to cut contracted areas weekly

18-05-23 – Cllr R Flood to be present when the bowls club were using the green during the time the park was closed to the public

24-05-23 – instructed the locking up service to open the park on 02-06-23

31-05-23 – instructed the plumber along with authorisation from two Councillors to install a water heater in the pavilion (awaiting delivery of the water heater)



Emails

Can I please remind members that discussions about possible future agenda items by email is not acceptable and can be classed as predetermination. There has been some emails sent that are quoting incorrect facts.

Vacancies

The council has the following vacancies:

Holbeach Drove – 1 seat available for co-option

Holbeach Town – 6 seats available for co-option – 1 seat awaiting 10 elector process which finishes on 14th June

Appendix b

Chair of Finance Report 5th June 2023

Normal checks of income and receipts was carried out with no issues to report.

We reviewed the Internal Auditors Report along side Section one and Section to of the AGAR for the financial year 1st April 2022 to 31st March 2023. The clerk explained to new members of the Finance Committee the Audit and AGAR process.

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	31/05/23	2,561.99	2,914.49
2 Barclaycard	Ordinary	54767609542		30/05/23	-5.00	-664.78
3 Barclays Saver account	Ordinary	90915394	20-80-78	31/05/23	7,892.79	7,892.79
4 CCLA	Ordinary	0119240001P		30/04/23	435,950.60	435,950.60
TOTAL						£446,093.10

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
231		£6.49	4455/1420	15/05/23	Amazon - Toilet rolls/long handled dustpan & brush/cabinet lock	
232		£21.99	4455/200	15/05/23	Amazon - Dustpan & brush set	186447840
217	Board	£64.15	4455/200	18/05/23	Amazon - Paint for benches Carters Prk	GB33X9QBAEUI
228	board	£151.99	4999	04/05/23	Amazon - Rolling magnetic whiteboard 1200x900mm	
233	board	£9.98	4080	16/05/23	Amazon - Cabinet lock	187948112
		£254.60	Amazon - Total			
216		£45.00	4455/200	17/05/23	Boyes - Paint - seats Carters Park	
221	board	£2.97	4801/515	07/05/23	Boyes - Paper plates Coronation Event	070523
222	board	£13.09	4801/515	06/05/23	Boyes - Plastic cups etc Coronation Event	060523
239	board	£4.87	4801/515	05/05/23	Boyes - Handwash & toilet blocks	050523
		£65.93	Boyes - Total			
88	230613dts	£620.00		31/05/23	DTS - Locking up May	16
1		£310.00	4405/275		Locking up May	
2		£310.00	4405/250		Locking up May	
		£620.00	DTS - Total			
218	230612edg eit	£1,922.40	4100	17/05/23	EdgeIT - Annual payment for 5 year contract inc training	37009
		£1,922.40	EdgeIT - Total			
227	230613f1	£45.00	4085	16/05/23	F1 Group - IT advice	
		£45.00	F1 Group - Total			
259	230613gr	£285.98	4215/250	31/05/23	Greenzone - Wheelie bins Park Road	381624
		£285.98	Greenzone - Total			
249	230613re	£144.00	4455/300	26/05/23	Irelands Farm Machinery - Belt Kubota	228567
		£144.00	Irelands Farm Machinery - Total			
215		£270.00	4455/200	17/05/23	King of Rubbish Removal - Green waste removal Carters Prk	
253	230613kr	£180.00	4455/200	23/05/23	King of Rubbish Removal - Green waste removal Carters Park	
		£450.00	King of Rubbish Removal - Total			

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
251		£1,463.40		30/05/23	Lincolnshire Commercial Maintenance - Grass cutting May 23	
1		£244.80	4275		Grass cutting	
2		£270.00	4270/285		Grass cutting	
3		£225.00	4270/280		Grass cutting	
4		£162.00	4285		Grass cutting	
5		£244.80	4280		Grass cutting	
6		£316.80	4270/255		Grass cutting	
		£1,463.40			Lincolnshire Commercial Maintenance - Total	
245	230613meth	£30.00	4075	15/05/23	Methodist Church - Hall hire 15-05-23	290423
		£30.00			Methodist Church - Total	
234		£65.85	4100	03/05/23	Microsoft - Clirs 365 May 23	
241	board	£22.56	4100	03/05/23	Microsoft - Admin 365 May 23	E0800NAG61
		£88.41			Microsoft - Total	
230		£59.98	4690	15/05/23	Misa Bargains Ltd - Toilet rolls	23085
		£59.98			Misa Bargains Ltd - Total	
225	230613plat	£78.17	4685	30/05/23	Platinum Cleaning - Cleaning May 23	212
		£78.17			Platinum Cleaning - Total	
264		£2,932.46	4360	02/06/23	PWLB - Loan Hall Gate	020623
		£2,932.46			PWLB - Total	
255	230613sc	£23.00	4685	27/05/23	Spalding Cleaning - Windows Coubro May 23	2705
		£23.00			Spalding Cleaning - Total	
75	2023-07-11-SRP	£958.50	4801/510	01/06/23	SRP - Toilet hire car show	WS36098
		£958.50			SRP - Total	
254	230613sja	£126.72	4801/515	28/05/23	St John Ambulance - First aid cover Coronation event	
		£126.72			St John Ambulance - Total	
219	board	£6.90	4801/515	07/05/23	Tesco - Ice for Coronation event	070523
220	board	£130.14	4801/515	05/05/23	Tesco - Drink for Coronation Event	050523

Signature _____ Signature _____
Date _____

12/06/23 03:40 PM Vc: 3.87.00

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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
240	board	£11.40	4690	03/05/23	Tesco - Tea coffee etc	030523
		£148.44			Tesco - Total	
223	230613weg	£92.00	4460	18/05/23	West End Garage - Fuel	
		£92.00			West End Garage - Total	
		£9,761.17			Confidential	
Total		£19,550.16				



Appendix e

Open Spaces Chair report

We would like to welcome a new member of staff to the parks team, now we can make more head way to getting areas back to a respectable level. (now left)

More pricing is being done regarding the sandpit and slide.

Nice to see more local groups using Carters Park for exercise and outdoor lessons.

A local builder has looked at Holbeach Bank fence.

Goal posts and pedestrian access quotes will be discussed at next Open Spaces meeting for Netherfields.

Allotment inspections were completed and on the whole very positive.

Appendix f

PPES report

PLANNING

No objections were raised to any of the four plannings applications received.

SPEEDING

SID locations for June were agreed as High Street in Holbeach and St Marks Road in Holbeach St Marks. It was agreed that Cllrs Howden and Murfet would continue locating the SIDS. The Archers survey in Spalding Rd, Holbeach did not raise any concerns. We discussed requesting one for St Marks and St John's.

PROPERTIES

Park Road Cemetery Chapel windows are ready to be installed once listed building consent has been sought. Listed building consent will be applied for to renovate the interiors of both chapels, installing CCTV, some repointing of brickwork and replacing guttering.

Appendix g

Car show

The event plan has been completed along with the risk assessment and the Event Notification Form has been sent to SAG. The TEN's license has been applied for.

Yard sales



Some complaints received about advertising

Public Forum

A parishioner about the former Limmings building in Park Road, D Cllr T Carter replied that she was chasing the possibility of a new doctors but there was nothing to share at this point.

LCC & SHDC

C Cllr T Carter explained that there was county funding for a business focus project which she had secured funding for Holbeach, aiming to have it ready for the end of July, heritage elements, use of spaces, the focus is on the town. Meeting held with Highways regarding a crossing in Park Road, looking at it tomorrow. Wm Stukeley possibility of a crossing. The pavement near Fishpond Lane is to be widened. Medieval event is the 1st & 2nd July. Toilets at Market Hill, the homeless person is now being supported, new doors have been fitted and new locks are to be looked at this week. There is a good new team at District
D Cllr S Hutchinson reported planning changes but Parish Councils would have to do the leg work.