



# Pinchbeck Parish Council

## Minutes of the Parish Council meeting held 19:30hrs, Monday, 25 March 2024, at Pinchbeck Community Hub & Library

**Present:** Cllr Lynne Andrew, Cllr James Avery (chair), Cllr Geoff Garner, Cllr Sam Jeffery, Cllr Terry Moore, Cllr John Smith, Cllr Phil Tweddell, Cllr Oliver Wood, Mr Robert Smith (clerk), six members of the public.

**Absent:** Cllr Emma Beavis, Cllr Andy Chamberlain, Cllr Audrey Gregory, Cllr Dean Roizer, Cllr Peter Ruysen, Cllr Ann Savage, Cllr Ben Sear,

*Unless otherwise stated actions are to be undertaken by the clerk.*

- 24.045. Apologies for absence were received from Cllr Beavis, Cllr Roizer, Cllr Ruysen, Cllr Savage, and Cllr Sear.
- 24.046. There were no declarations of disclosable interests, nor requests for dispensation.
- 24.047. Members of the public made the following representations.
1. A resident asked for help expediting a planning application that would provide accommodation for his terminally ill father. Cllr Avery said that he would contact South Holland District Council (SHDC) planners to see if matters could be sped up.
  2. A resident enquired about the petitioned for footpath on Market Way. Cllr Avery said that he had attempted to instigate a follow up meeting with Lincolnshire County Council (LCC) Highways. However, a change in personnel was delaying matters. He would continue to chase.
- 24.048. The Council **resolved** to approve the minutes of the 05 March 2024 Parish Council meeting.
- 24.049. Chairman's report.
01. The chairman reported that an email of thanks had been received from the president of Pinchbeck WI, thanking those that supported the centenary tree planting event last weekend.
- 24.050. Clerk's report / matters arising not on the agenda.
01. Planning comments had been submitted to SHDC, as resolved.
  02. Information on the Parish Council's website had been updated.
  03. VAT reclaim, of £33,978.88 relating to the year to 31 March 2022 had been received.
  04. Works for car park surfacing at North Gate had been delayed due to the recent poor weather. This should be going ahead in the next few weeks.
  05. Subscription to Scribe Accounting and Cemetery Software from 01 April 2024 had taken place as resolved.
  06. Clerk's training
    - i. Play area inspector's course training had been attended 13 March 2024.
    - ii. Traffic Management for Community Events had been attended 16 March 2024.
  07. A property compliance and quality audit of the hub & library had taken place on 20 March 2024 from which action points had arisen. It was intended that non-urgent matters will be dealt with through the community hub & library committee. Where allowed, urgent Health & Safety matters would be dealt with under current delegated powers by the clerk.
  08. A letter had been sent to County Councillor Sneath requesting LCC install a crossing point on Dozen's Bank, as resolved.
  09. A letter had been sent to owners neighbouring the Cherry Holt Lane cemetery asking them to cut their side of the hedge.
  10. PKF Littlejohn had initiated the external audit process with the deadline for the submission of the Approved Annual Governance & Accountability Return (AGAR) set at Monday 01 July 2024.
  11. Quotes were awaited for the repair and refurbishment of the Council's metal benches and for the cemetery gates.

12. Works for the installation of fire alarm sounder for back room was pending.
13. It had been found that the Hub & Library's Electrical Installation Conditioning Report was still in date and therefore was not required at this time.
14. The installation of the Barbara Camps memorial bench outside the hub and library was pending.
15. Installation of the library defibrillator was pending.
- 24.051. Financial matters.
  01. It was **resolved** to approve the February 2024 bank reconciliation and bank transactions (see appendix 1).
  02. It was **resolved** to approve payments to 25 March 2024 (see appendix 2).
  03. Receipt of the internal auditor's intermediate report was noted (see appendix 3).
- 24.052. Correspondence.
  01. Notification that the Outer Dowsing Offshore Wind Project having submitted its application for a Development Consent Order was noted.
  02. The latest Pinchbeck Library usage statistics were noted.
  03. The consultation on the South Holland Health & Wellbeing Hub being open until Friday 05 April 2024 was noted.
  04. Notice of Police and Crime Commissioner Election was noted.
  05. Information on Grimsby to Walpole National Grid Section 172 Notices was noted.
  06. A report of dogs in Cherry Holt Lane Cemetery was noted.
  07. LALC e-news update was noted.
- 24.053. Planning applications.
  01. H14-0256-24: J. O. Sims Ltd, Pudding Lane, PE11 3TJ. Replacement of temporary storage buildings. It was **resolved** to support the application because it would help employment.
  02. H14-0252-24: Land East of Surfleet Road. Details of landscaping, open space & foul water drainage. It was **resolved** to make no comment.
  03. H14-0224-24: Cecil Francis Ltd, Bear Lane, PE11 3XA. Details of surface water disposal, external materials, external doors/door frames, window frames and gas/electricity boxes. It was **resolved** to support because it was in keeping with the street scene.
  04. H14-0221-24: 75 Church Street, PE11 3YA. Lawful use certificate. It was **resolved** to delegate the submission of a comment to the chairman.
  05. H14-0223-24: 75 Church Street, PE11 3YA. Change of use of part of building from builders' yard and offices to bathroom showroom (retrospective) - approved under H14-0440-10. Modification of Condition 3 to allow extension of opening hours. It was **resolved** to delegate the submission of a comment to the chairman.
  06. H14-0189-24: Land off Crossgate Lane, PE11 3XW. External materials and other condition compliance. It was **resolved** to support because it was in keeping with the street scene.
- 24.054. The Council noted South Holland Planning decisions, as published on the SHDC website, and circulated with the agenda.
- 24.055. Highways matters
  01. It was commented that there was no longer a lollipop person present to assist at what was considered a dangerous crossing at Rose Lane near to the junction with Fennell Way and that a pedestrian crossing was now needed. Also, the pole for a Parish Council's speed indication device was missing. The chairman said that he would take both matters up in his discussions with Highways.
  02. Cllr Jeffery reported on a recent accident on Glenside South. Councillors considered how 'near misses' where there were no hospital admissions might be recorded.
  03. It was noted that cars were parking illegally on the school zig-zag clearway opposite the Spar shop on Knight Street.
  04. Cllr Moore reported that he had fixed the speed indicator device on Six House Bank again.
- 24.056. Committees
  01. Community Hub & Library Committee.
    - i. It was **resolved** to adopt Community Hub & Library Committee terms of reference.

- ii. It was **resolved** to appoint Cllr Beavis and to co-opt Dist.& Cty Cllr Sneath onto the library committee.
  - iii. It was **resolved** to adopt a new room charging policy, as circulated.
  - iv. It was **resolved** to adopt new booking terms & conditions, as circulated.
  - v. It was **resolved** to hold a library open day on Saturday 18 May 2024.
  - vi. It was **resolved** to go ahead with a library spring clean.
  - vii. It was **resolved** for quotes to be obtained for kitchen facilities at the hub, for which grant aid had been approved.
  - viii. It was **resolved** to obtain quotes for car park markings.
  - ix. It was **resolved** to obtain new signage for the car park, stating no unauthorised use.
02. Committee Chairpersons
- i. It was **resolved** to appoint Cllr Savage as chairperson for the Personnel Committee.
  - ii. It was **resolved** to appoint Cllr Smith as the chairperson for the Community Hub & Library Committee.
  - iii. It was **resolved** to appoint Cllr Moore as the chairperson for the Open Spaces & Assets Committee.
03. It was **resolved** to call on the committee chairpersons to arrange their next committee meetings, in consultation with the clerk.
- 24.057. It was noted that the next Parish Council meeting was to be held in the Community Hub & Library, 19.30hrs Monday, 29 April 2024
- 24.058. It was **resolved** to move into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2).
- 21:15hrs six members of the public left the meeting.**
- 24.059. Council Domain
- 01. It was **resolved** to appoint A9K Systems to implement the [pinchbeck-pc.gov.uk](http://pinchbeck-pc.gov.uk) domain and set up email addresses on Office 365 @ £345. There would be a cost of £120 every two years from 20i, to provide the domain and a £35 set up fee. The costs for councillors to be subscribed to Microsoft Basic @ £4.90 per month each had been included in the 2024-25 budget.
- 24.060. Parish Council land
- 01. Leaveslake Drove Playing Field
    - i. Maples Solicitors LLP were drawing up the lease with Spalding United Juniors Football Club for the Leaveslake Drove Field
  - 02. The Glebe Playing Field
    - i. It was noted that payments for the use of the field up to 31 March 2024 had been paid.
    - ii. It was **resolved** to appoint Longstaff & Co LLP to negotiate a new agreement with a market assessed annual charge to commence from April 2025.
    - iii. Pending the drawing up of a new agreement, it was resolved to approve the amount for use of the field subject to receipt of payment by 31 May 2024.
  - 03. Land encroachment matters.
    - i. It was **resolved** to appoint Longstaff & Co LLP to survey any land encroachment at Starlode Drove and to value the land for settlement by way of land sale. In the meantime, the landowner had agreed to cease any further work on the properties' extension until the matter had been settled.
    - ii. It was **resolved** that Maples Solicitors LLP drew up draft licence agreements for use of residents' gate access onto the Parish Council's parks and open spaces.
  - 04. Solicitors had advised that registering outstanding Parish Council land with HM Land Registry would likely take several years.
- 24.061. Confidential staffing matters were discussed.

The chairman closed the meeting at 21:10hrs.

**Appendix 1**

**PINCHBECK PARISH COUNCIL  
BANK RECONCILIATION**

Month Ending:

**29 February 2024**

Prepared by: Robert Smith  
Clerk

Date: 20/03/2024

**Balance per bank statements as at 29 February 2024**

		<b>Balance</b>	<b>Total</b>
Community	4238	£ 130,264.94	
Library	1517	£ 62,382.38	
Capital Receipts	1857	£ 204,692.68	
Savings	4246	£ 9,857.18	
Community	7251	£ 1,770.00	
			£ 408,967.18

**Less unbanked payments at 29 February 2024:**

£ -

**Add unbanked cash at 29 February 2024:**

£ -

**TOTAL - NET BALANCES AS AT 29 February 2024**

£ 408,967.18

**CASH BOOK (receipts and payments schedules)**

Opening Balance:	£ 394,189.67
Add: Receipts in the month	£ 20,816.37
Less: Payments in the month	£ 6,038.86

**CLOSING BALANCE PER CASH BOOK AS AT 29 February 2024**

£ 408,967.18

## Appendix 2

### Payments & Receipts February 2024

Date	Acct Type	Description	Amount
<b>Payments</b>			
01/02/24	4238 Direct Debit	BETTER WASTE HT64QCZ DDR□	-£ 72.24
16/02/24	4238 Direct Debit	INTUIT LIMITED 0001WLFDF3Q9-00RU DD	-£ 45.60
19/02/24	1517 Funds Transfer	208078 53117251 AKOE SHOP/DONATION FT	-£ 1,300.00
26/02/24	1517 Direct Debit	BCARD COMMERCIAL 5476761029463487 DDR□	-£ 50.69
28/02/24	1517 Funds Transfer	208078 53117251 AKOE SHOP/DONATION FT	-£ 470.00
29/02/24	4238 Bill Payment	Staff Salaries FEBRUARY	-£ 4,100.33
<b>Total payments</b>			<b>-£ 6,038.86</b>
12/02/24	7251 Funds Transfer	208078 70724238 ACCOUNT BALANCE FT□	-£ 60.50
<b>Receipts</b>			
29/02/24	4238 Credit Payment	42SOUTH LINCOLNSHI 100839	£ 380.88
27/02/24	4238 Counter Credit	PINCHBECK PHOTOGRA INVOICE 23-24 164 BGC	£ 60.00
19/02/24	4238 Counter Credit	HMRC VTR XTV126000100085 BGC□	£ 10,514.42
16/02/24	4238 Counter Credit	HMRC VTR XTV126000100085 BGC□	£ 5,009.82
15/02/24	4238 Counter Credit	NATIONAL TEACHING 163 BGC□	£ 450.00
14/02/24	4238 Counter Credit	SOUTH HOLLAND PARI SHPVCS - 168 23/24 BG	£ 33.75
09/02/24	4238 Counter Credit	LINCOLNSHIRE CC 0 BGC□	£ 160.00
05/02/24	4238 Counter Credit	PPLA- LINCOLNSHIRE 23-24 151 BGC□	£ 30.00
02/02/24	4238 Counter Credit	PINCHBECK PHOTOGRA INVOICE 23-24 150 BGC	£ 40.00
28/02/24	7251 Funds Transfer	208078 33431517 AKOE SHOP/DONATION FT	£ 470.00
19/02/24	7251 Funds Transfer	208078 33431517 AKOE SHOP/DONATION FT	£ 1,300.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100789□	£ 30.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100790□	£ 30.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100786□	£ 15.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100785□	£ 30.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100784□	£ 50.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100787□	£ 30.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100788□	£ 30.00
29/02/24	1517 Credit Payment	42SOUTH LINCOLNSHI 100791□	£ 45.00
27/02/24	1517 Cash Withdrawal	POST OFFICE CARD 127FEB 14.48 ATM	£ 470.00
26/02/24	1517 Counter Credit	TOUCH OF HEA yoga classes BGC□	£ 210.00
19/02/24	1517 Cash Withdrawal	POST OFFICE CARD 119FEB 14.29 ATM	£ 1,300.00
01/02/24	1517 Counter Credit	Spalding & Distric INV 23-24 148 BGC□	£ 127.50
<b>Total receipts</b>			<b>£ 20,816.37</b>
12/02/24	4238 Funds Transfer	208078 53117251 ACCOUNT BALANCE FT□	£ 60.50
<b>Total payments</b>			<b>-£ 6,038.86</b>
<b>Net receipts</b>			<b>£ 14,777.51</b>

**Appendix 2 (Cont.)****PINCHBECK PARISH COUNCIL  
PAYMENTS 2023 -2024****Accounts for payment to 25 March 2024**

<b>Payee</b>	<b>Detail</b>	<b>Type</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total £</b>
Wicksteed Leisure	Play Equipment Spares	BP	47.85	9.57	57.42
UK Safety Store	Fire Action Sign	BP	9.75	1.95	11.70
Intuit Quickbooks	Quickbooks Subsription	DD	38.00	7.60	45.60
Eastern Shires Purchasing	Community Hub & Library Gas Feb 2024	BP	613.58	122.72	736.30
Rentokill Initial	Washroom Services	BP	172.29	34.46	206.75
D&R Simmons Ltd	Beech Tree & Tree Protections	BP	173.00	34.60	207.60
LALC	Play Area Routine Inspection Training	BP	175.00	13.00	188.00
Starboard Systems Ltd	Scribe Accounting & Cemetery Subsriptions	BP	1,487.00	297.40	1,784.40
Gunns & Roses Ltd	Cemetery Construction Work	BP	17,546.25	3,509.25	21,055.50
Eastern Shires Purchasing	Hub Cleaning & Safety Products	BP	48.75	9.75	58.50
LALC	Annual Subscription 2024-25	BP	1,013.66	0.00	1,013.66
GLL	Library photocopier & telephone costs	BP	13.13	0.00	13.13
Staff	March Salaries	BP	4,710.58	0.00	4,710.58
Clerk	Expenses	BP	134.80	0.00	134.80
WYPF	March Pension Contributions	BP	1,013.34	0.00	1,013.34
HMRC	PAYE 4th Qtr	BP	4,277.98	0.00	4,277.98
Better Waste	Waste Collection	DD	70.45	14.09	84.54
<b>Total</b>			<b>31,545.41</b>	<b>4,054.39</b>	<b>35,599.80</b>

## Appendix 3



### Internal Audit Report

This narrative internal audit report is to be read in conjunction with the Annual Internal Auditor's Report for the Annual Governance and Accountability Return.

Council:	Pinchbeck Parish Council
Internal Auditor:	John Kilcoyne
Year Ending:	31 <sup>st</sup> March 2024
Date of Report	18 <sup>th</sup> March 2024

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.**

## **To the Chairman of Pinchbeck Parish Council**

This report was compiled between January and March 2024 and includes inspection of

- the parish council website
- documents and other information requested from the Clerk to Council

relating to council business between April 2023 and March 2024. One remote meeting was held with the Clerk to Council who was joined by the Clerk to Bourne Town Council.

The Internal Auditor's narrative report for 2022-2023 did not identify any recommendations for action. I have examined subsequent council business including policies, agendas and minutes, accounting and financial statements and other documents relevant to this audit.

It should be noted that the year under discussion has included the death of the longstanding clerk and condolences are sent to her family and to her colleagues on council.

Credit is given to the new clerk for his review of council practices and procedures, for the actions he has started already and for the plans in place to improve these. I have discussed with the clerk several areas identified for attention and some of these will already have been addressed by the time council receives this report.

### **Council business**

Several areas of omission were identified during my first inspection of the parish council website including terms of reference for committees, minutes of specified meetings and policies. These have since been addressed. A number of policies and key documents have been reviewed in recent council meetings and missing documents are now available online.

The internal auditor's narrative report for 2022-2023 drew attention to irregularities relating to the approval of the 2021-2022 AGAR. Approval for the 2022-2023 AGAR would appear to have been carried out correctly.

It was noted that a Cemetery Committee met on five occasions between the Annual Meeting of Parish Council on 22<sup>nd</sup> May and 27<sup>th</sup> November 2023, on which date committee membership was agreed for each of five committees including the Cemetery Committee. In accordance with usual practice, and particularly considering that Council was newly elected in May 2023, it would have been prudent to appoint members of the Cemetery Committee prior to its first meeting after the Annual Meeting.

Terms of reference have been agreed for the Finance, Cemetery and Open Spaces and Assets committees in January 2024.

Parish Council has responsibility for the closed churchyard at St Mary's. It is noted that Parish Council also pays for regular maintenance and grass cutting at St Bart's which is an open churchyard. The clerk is aware of NALC's December 2023 guidance relating to this, which replaces the earlier guidance of January 2018.

### **Finance**

The annual budget and precept are approved by council as required with detailed recording in the relevant minutes. Payments are made in accordance with financial regulations. An audit trail of six random transactions identified a clear process for authorisation and payment with appropriate



invoices and documentation. VAT has been reclaimed up to end of 2023. Some payments have been made by HMRC, others are still outstanding.

The level of general reserves is appropriately weighted against the overall expenditure and income. Clear explanations are provided for earmarked reserves relating to purpose and timescales.

Payroll was formerly contracted out but is now managed in house with due regard to HMRC payments. The required declarations are made to the Pensions Regulator.

The clerk has drawn attention to cash held on behalf of a charity related to the book sales associated with Pinchbeck Library. Council policy is not to have any cash for council transactions. Steps are being taken to regularise this situation with a new policy to deal with these specific items of cash and to reduce the risk associated with this.

Council intends to move to a new accounting package, Scribe, for the new financial year. The asset register is under review. Insurance is appropriate for the council.

### **Allotments**

The existing arrangement for farm business tenancies is under review with new agreements being prepared. The clerk has identified areas for review within the existing garden allotments, including queries relating to invoices from October 2023. Specialist advice has been sought on these situations.

### **Cemetery**

The clerk expects that existing burial ground has capacity for up to the next 5 years. The majority of the required finance is in place for the new burial ground which is expected to extend the capacity to 100-150 years.

Documents relating to burials are available to members of public from the parish council website. Council intends to move to Scribe Cemetery Software for the new financial year.

This narrative report is provided for full council for consideration. A further report will be provided after year end to address further council activity and the Annual Internal Auditor's Report.

Yours faithfully,

*J Kilcoyne*

John Kilcoyne

Internal Auditor for Lincolnshire Association of Local Councils

18<sup>th</sup> March 2024