



Pinchbeck Parish Council

**Minutes of the Parish Council meeting held 19:30hrs,
Monday, 16 December 2024, at The Hub, 48 Knight Street, Pinchbeck,
PE11 3RU**

Present: Cllr James Avery (chairman), Cllr Emma Beavis, Cllr Andy Chamberlain, Cllr Geoff Garner, Cllr Audrey Gregory, Cllr Sam Jeffery, Cllr Terry Moore, Cllr Peter Ruysen, Cllr John Smith, Cllr Phil Tweddell, Cllr Oliver Wood, District & County Cllr Sneath, Mr Robert Smith (clerk), Mrs Nicola Jowett (Administration Assistant). No members of the public were present.

Absent: Cllr Dean Roizer, Cllr Ann Savage, District Cllr Sally-Ann Slade.

Unless otherwise stated, actions to be undertaken by the clerk.

- 24.210. Apologies for absence were received from Cllr Roizer, Cllr Ann Savage, and District Cllr Sally-Ann Slade.
- 24.211. There were no declarations of disclosable interests, nor requests for dispensation.
- 24.212. There were no representations from members of the public.
- 24.213. It was **resolved** to approve the minutes of the Parish Council meeting held 28 October 2024.
- 24.214. It was **resolved** to declare a vacancy on the Parish Council arising from Cllr Sear's failure to attend, without prior approval, any meeting of the Parish Council within the last six months, in accordance with Section 85 of the Local Government Act 1972.
- 24.215. The resignation of Cllr Lynne Andrew on 4 December 2024 for personal reasons and the casual vacancy arising was noted.
- 24.216. Chairman's report.
01. Welcome was given to Mrs Nicola Jowett who started work as Administration Assistant on 11 November. Her predecessor, Mrs Maureen Harvey had a farewell gathering for her retirement earlier in the day. Thanks were expressed to Maureen for her hard work over the last seven years and the two years prior when she was a volunteer. Maureen will still be seen around the hub as she is rejoining the library and hub as a volunteer.
 02. The funeral service for Mr Chris Schofield was to be held 1pm Wednesday 18 December at St Lawrence Church, Surfleet.
- 24.217. Clerk's report / matters arising not on the agenda.
01. Planning comments had been submitted to the District Council (SHDC), as resolved.
 02. A VAT reclaim for £22,214.70 up to 31 October 2024 had been submitted and refund received.
 03. The Council's defibrillators had been kindly checked by Annie Wakeford and records updated on The Circuit.
 04. Quotes for a new defibrillator were still required.
 05. Thanks were given to all those who helped with putting up the Christmas tree. Unfortunately, it had not been possible to add the new lights, paid for by the Pinchbeck Carnival Association, as they were the incorrect specification.
 06. Works to clear the Glebe Field dykes had been completed.
 07. Works to address moles in Cherry Holt Lane Cemetery had been completed. An increased budget for pest control requirements was to be included for next year.
 08. Over the weekend of 7-8 December, the roof of the bus shelter outside the School on Knight Street, had been blown off in the storm. This had been reported to insurers and a quote for repair/replacement was to be raised in closed session.
 09. Following receipt of equipment financed through GrassRoots funding, which included new chairs, Cllr Smith would dispose of the hub's old chairs to not-for-profit organisations that could make use of them. These had not previously been included on the asset register. An old office chair would be sent to the waste & recycling centre and written off.

10. Lincolnshire County Council would be undertaking some work on some of the other bus shelters in Pinchbeck:
 - i. Milestone Lane/Surfleet Road – replace polycarbonate panel.
 - ii. The Bull Inn, Church Street – remove poster case.
 - iii. St Mary’s Church, Spalding Road – repaint brick red inside shelter.
- 24.218. Financial matters.
 01. It was **resolved** to approve year to date receipts, payments, and bank reconciliation to 30 November 2024. (see appendix 1).
 02. It was **resolved** to approve payments for the month to 30 November 2024 (see appendix 2).
 03. It was **resolved** to approve payments for the month to 31 December 2024 (see appendix 3).
 04. The financial budget y/e 31 March 2026 would be considered at the Finance Committee meeting 13 January 2025, for final approval at the Parish Council meeting 27 January.
- 24.219. Correspondence.
 01. The response from the Carnival Committee to the Parish Council’s concerns to events at the last Pinchbeck Carnival was considered positive, given that security was to be increased for the next event. A response was to be sent thanking the Committee and stating that it could ask for donations from attendees.
 02. It was noted that the Lincolnshire Police and Crime Commissioner’s consultation closed 15 December 2024.
 03. Information from the Environment Agency about winter flood protection was noted.
 04. Pinchbeck Library statistics to October 2024 were noted.
 05. The chairman would draft a response to a complaint about speeding on Spalding Road.
- 24.220. Planning.
 01. Cllr Gregory and Cllr Moore had attended District Council planning training. It was felt that there was little new information gleaned from the event.
 02. Regarding development on land east of Surfleet Bank and west of Woad Farm, Spalding. The chairman would draft a response for circulation prior to submission.
 03. Planning applications
 - i. H14-1025-24: 9 Spalding Road. Conservation area tree works. The Council had no comment.
 - ii. H14-1027-24: Eight Horse Barn, Money Bridge Lane. Condition compliance regarding foul & surface water disposal. The Council had no comment.
 - iii. H14-1014-24: Felstead, Small Drove Lane. Single storey rear extension. It was **resolved** to support the proposal as in keeping with the area.
 - iv. H14-0993-24: 1 Cherry Holt Lane. New bungalow. It was **resolved** to make no comment.
 - v. H14-0965-24: Rosecott Farm. TPO tree works. The Council had no comment.
 - vi. H14-0954-24: Reedecraft Mill. Workshop Extension. It was **resolved** to support the proposal as appropriate for the area.
 - vii. H14-0947-24: Pinchbeck Industrial Estate. Condition compliance giving details of 30-year habitat management and maintenance plan. The Council had no comment.
 - viii. H14-0948-24: Pinchbeck Industrial Estate. Concrete slab for fuel tank. It was **resolved** to support the proposal as appropriate in an industrial location.
 - ix. H14-0949-24: 8 Spalding Road. Condition compliance for foul & water surface disposal. The Council had no comment.
 - x. H14-0950-24: 8 Spalding Road Condition compliance for foul & water surface disposal. The Council had no comment.
 - xi. H14-0924-24: Adj. 202 Spalding Road. New bungalow. It was **resolved** to support the proposal as being in keeping with the area.
 - xii. H14-0922-24: Land off Spalding Road. Condition compliance giving details of site levels & floor levels. The Council had no comment.
- 24.221. The Council noted the following South Holland planning decisions.
 01. H14-0931-24: Pyewipe Farm, North Drove, PE11 3JF. Agricultural determination. Refused.

02. H14-0795-24: 8 Benner Road, PE11 3TZ. Flood Management. Condition Compliance. Approved.
03. H14-0784-24: Willowlea Barn, Mill Green Road, PE11 3PY. Change of use from residential annexe to self-contained dwelling. Retrospective. Approved.
04. H14-0752-24: Land off Spalding Road, PE11 3UE. Details relating to contamination. Condition Compliance. Approved.
- 24.222. Highways matters.
01. The chairman, having been offered a date to meet a Highways Officer w/c 20 January, would arrange a meeting to include Cllr Moore and Cllr Savage.
- 24.223. Waste bins and dog poo bins.
01. Following an invitation from the chairman, Cllr Sneath reported that South Holland District Council now advocated and wished to encourage members of the public taking their rubbish home. As such, it would be very unlikely to agree to any new bin locations.
02. Cllr Wood kindly offered to draft the design a sign with QR code to enable members of the public to easily report full or overflowing bins.
- 24.224. Committee reports
01. Community Hub & Library Committee.
- i. The draft minutes of the committee meeting held 09 December 2024 were noted.
- ii. Cllr Smith reported that LIVES would be running a self-financing CPR and Defibrillator training course during January at the Hub.
02. Open Spaces & Assets Committee.
- i. The draft minutes of the committee meeting held 18 November 2024 were noted.
- ii. Following an invitation from the chairman, Cllr Sneath asked if there would be any appetite to take up the Britain in Bloom competition for the village. To be considered at the next meeting.
- 20:28hrs: District & County Cllr Sneath left the meeting.**
- 24.225. 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).
- 24.226. Report on new Cemetery.
01. Cllr Moore confirmed that tarmacking of the carpark would take place after Christmas. There was also some landscaping to be completed but the project was 85% complete.
- 24.227. The clerk would circulate the third draft of the 2025-26 budget with proposed precept within the next three weeks. This would be reviewed at the Finance Committee meeting 13 January 2025. Final approval was to be resolved on by the Parish Council at its meeting 27 January 2025.
- 24.228. Parish Council land.
01. The Glebe Field
- i. It was **resolved** to send the draft Heads of Terms to Pinchbeck United Football Club for its comments.
- ii. It was **resolved** to instruct Longstaff & Co to determine the appropriate annual charges.
02. Leaves Lake Drove Playing Field
- i. Following a meeting held 5 December 2024 with Spalding United Youth Football Club (SUFC), attended by the chairman and the clerk, rent payments from 1 January 2024 to 31 March 2025 had been received.
- ii. Rent for the period 1 April 2025 – 31 March 2026 was to be invoiced quarterly in advance. Water bills would be invoiced as received from the supplier.
- iii. The invoicing of the electricity supply to the clubhouse was being investigated.
- iv. The connection of the Clubhouse's PV Solar Panels was being investigated.
- v. It was **resolved** to instruct Roythornes Solicitors to draw up appropriate rental agreements for the clubhouse and non-exclusive use of the playing field.
- 24.229. PlayZone.
01. It was agreed that a full understanding of the implications of the PlayZone, including terms and conditions of use, cost projections, and the business plan, were required for the Council to commit

further to the project.

02. Consideration of alternative locations for a Pinchbeck Community Garden were to be included in the agenda of the next Parish council meeting.
- 24.230. Quotes for works.
01. Further to a Play Equipment Working Party meeting held on-site 18 November 2024, it was **resolved** to approve the following quotes for works and repairs to the Council's play equipment:
 - i. Quote 68626 for the purchase and installation of signage at the three sites @ £2,788.90.
 - ii. Quote 67943 for equipment repairs at the Glebe Field @ £3,106.90 plus VAT. Part of these repairs are subject to an insurance claim for the vandalism and theft of the springer.
 - iii. Quote 68634 for equipment repairs at Leaves Lake Drove Playing Field @ £1,247.52 plus VAT.
 - iv. Quote 68636 for equipment repairs at Rotten Row Playing Field @ £2,777.00 plus VAT.
 02. It was **resolved** to ratify the purchase of a grease gun and cartridge @ < £30.00.
 03. It was **resolved** to defer a decision on quotes for play equipment resurfacing repairs until improved weather in the New Year.
 04. It was **resolved** to note and ratify the purchase to date of equipment financed by GrassRoots grant funding totalling £14,396.83. Further purchases were to follow.
 05. It was **resolved** to ratify the purchase of the following equipment, financed by LCC Family Hubs Breastfeeding grant:
 - i. Nursing chair and foot stool @ £290.83 plus VAT.
 - ii. Breastfeeding privacy covers x 4 @ £90.00 plus VAT.
 - iii. Nursing pillows x 4 @ £83.33 plus VAT.
 06. It was **resolved** to ratify the purchase of the following equipment for the Youth Club to be financed by grant funding from the Pinchbeck Community Land Trust:
 - i. Dartboard @ £95.79 plus VAT.
 - ii. Table Tennis Table @ £274.98 plus VAT.
 - iii. Pool table @ £379.99.
 07. It was **resolved** to delegate the purchase of a replacement noticeboard Six House Bank to the Open Spaces Committee. Cllr Ruysen to forward information about potential supplier to the clerk.
 08. Following consideration of repositioning the noticeboard at Six House bank by the Open Spaces Committee, quotes were to be obtained for the installation of a bench at the car park.
 09. Quotes were to be obtained for the installation of a bench at the new cemetery.
 10. Knights Street Bus Shelter
 - i. It was **resolved** to authorise the removal and disposal of the damaged bus shelter.
 - ii. It was **resolved** to delegate the purchase of a replacement bus shelter including seats to the Open Spaces Committee following the submission of quotes to insurers.
- 24.231. Staffing & administration matters and to resolve appropriately.
01. It was **resolved** to ratify the implementation of the new NALC salary scales from 01 April 2024.
 02. It was **resolved** to permit the carryover of clerk's toil to the next financial year.
 03. A letter was to be sent to Pinchbeck East and St Bartholomew's School's to ask if children would like to be involved with the planting ceremony of 60 fruit trees donated by the Orchard Project Grant. To take place on a date to be agreed in January 2025.
- 24.232. Next meetings.
01. The next meeting was to be held 19:30hrs Monday, 27 January 2025 at the Pinchbeck Hub.
 02. It was **resolved** to cancel the Parish Council meeting scheduled to be held 24 February 2025.

The chairman closed the meeting at 21:30 hrs.

Pinchbeck Parish Council

	Bank Reconciliation at 30/11/2024		
	Cash in Hand 01/04/2024		383,498.23
	ADD		
	Receipts 01/04/2024 - 30/11/2024		237,479.44
			620,977.67
	SUBTRACT		
	Payments 01/04/2024 - 30/11/2024		307,736.75
A	Cash in Hand 30/11/2024 (per Cash Book)		313,240.92
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Barclays Community 70724238 30/11/2024	35,663.64	
	Barclays Community 33431517 30/11/2024	20,945.50	
	Barclays Community (AKoEF) 531' 30/11/2024	0.00	
	Barclays Business Premium ME 0C 30/11/2024	122,222.57	
	Barclays Parish IAS 70724246 30/11/2024	0.00	
	Unity Trust Current T1 20507279 30/11/2024	988.00	
	Unity Trust Instant Access 2050728 30/11/2024	133,421.21	
			313,240.92
	Less unrepresented payments		
			313,240.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		313,240.92
	A = B Checks out OK		

Pinchbeck Parish Council

19 December 2024 (2024 - 2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	25/11/2024 - 28/11/2024				Confidential			9,824.11		9,824.11
220	Subscriptions	07/11/2024		Barclays Community	BCARD COMMERC	Office 365 Subscription	Microsoft Limited	S	20.60	4.12	24.72
220	Subscriptions	07/11/2024		Barclays Community	BCARD COMMERC	Office 365 Subscription	Microsoft Limited	S	3.90	0.78	4.68
254	GRASSroots Spending	07/11/2024		Barclays Community	BCARD COMMERC	Recycling Bin System	Jaydee Living Ltd	S	146.95	29.39	176.34
257	Flowers	28/11/2024		Unity Trust Current 1	War Memorial Flov	War Memorial Flowers	Joyce Boyer	Z	61.81		61.81
258	Professional Fees	28/11/2024		Unity Trust Current 1	MEM250257-1	Membership Fee - Robert Smitl	The Society of Local Counc	Z	298.00		298.00
259	GRASSroots Spending	28/11/2024		Unity Trust Current 1	7535021	Black Steel Chairs x 42 and Arr	Eastern Shires Purchasing i	S	1,932.00	386.40	2,318.40
259	GRASSroots Spending	28/11/2024		Unity Trust Current 1	7535021	Black Steel Chairs x 42 and Arr	Eastern Shires Purchasing i	S	544.00	108.80	652.80
260	General Maintenance	28/11/2024		Unity Trust Current 1		8 Week mole trapping program	BFG Pest Management	Z	300.00		300.00
261	Waste disposal	01/11/2024		Barclays Community	161051	Waste Bin Collection	Better Waste Solutions Lim	S	45.20	9.04	54.24
262	Grass Cutting - Highways	28/11/2024		Unity Trust Current 1	CSH101237 20312	Highway verge cutting Pinchbe	South Holland District Cour	S	4,709.36	941.87	5,651.23
263	General Maintenance	28/11/2024		Unity Trust Current 1	231423	Heras mesh fencing	Chislets (Spalding) Limited	S	65.72	13.14	78.86
264	Christmas Tree	28/11/2024		Unity Trust Current 1	PINC01 939	20 Ft Christmas Tree	D & R Simmons Ltd	S	333.00	66.60	399.60
265	Bus Shelters	28/11/2024		Unity Trust Current 1	00064281 2224	Lease of site for bus shelter - I	Welland & Deepings IDB	Z	10.00		10.00
266	Grass Cutting - Highways	22/11/2024		Unity Trust Current 1	CSH01237 203124	Industrial Estate Grass Cutting	South Holland District Cour	S	849.72	169.94	1,019.66
267	GRASSroots Spending	07/11/2024		Barclays Community	BCARD COMMERC	TV Wall Mounts	Argos	S	69.16	13.83	82.99
268	Subscriptions	25/11/2024		Unity Trust Current 1	PPC Nov Expenses	Clerk's Expenses	Pinchbeck Parish Council	X	1.50		1.50
268	Travel	25/11/2024		Unity Trust Current 1	PPC Nov Expenses	Clerk's Expenses	Pinchbeck Parish Council	X	89.10		89.10
269	Subscriptions	25/11/2024		Unity Trust Current 1	PPC Nov Expenses	Office 365 Subscription	Microsoft Limited	S	20.60	4.12	24.72
270	Subscriptions	25/11/2024		Barclays Community	BCARD COMMERC	Adobe Acrobat Subscription	Adobe Systems Software In	S	16.64	3.33	19.97
271	Subscriptions	25/11/2024		Unity Trust Current 1	PPC Nov Expenses	Adobe Acrobat Subscription	Adobe Systems Software In	S	16.64	3.33	19.97
272	Youth Club	25/11/2024		Unity Trust Current 1	PPC Nov Expenses	Youth Club Pool Table	Riley Leisure	Z	379.99		379.99
273	Street Lighting	25/11/2024		Unity Trust Current 1	55001845220	Streetlight Electricity	SSE Energy Solutions	L	105.80	5.29	111.09
279	Utilities	11/11/2024		Barclays Community	YU ENERGY 20002	Electricity Supply	Yü Energy Retail Limited	L	197.60	9.88	207.48
280	Subscriptions	11/11/2024		Barclays Community	CRONER GROUP L'	HR & H&S Support	Croner Group Ltd	S	230.22	46.04	276.26
281	GRASSroots Spending	18/11/2024		Barclays Community	FENLAND CARPET'	GRASSroots Spending	Fenland Carpets & Flooring	S	982.24	196.45	1,178.69
282	Subscriptions	18/11/2024		Barclays Community	INTUIT LIMITED (QuickBooks Subscription	Intuit Ltd	S	38.00	7.60	45.60
285	Office Equipment	25/11/2024		Barclays Community	BCARD COMMERC	AOC 24" Monitors x2	Amazon EU	S	166.62	33.32	199.94
286	Office Equipment	25/11/2024		Barclays Community	BCARD COMMERC	Logitech Keyboard & Mouse	Amazon EU	S	16.66	3.33	19.99
287	Office Equipment	25/11/2024		Barclays Community	BCARD COMMERC	Mouse Mat	Hi5 Solutions Ltd	S	4.16	0.83	4.99
288	Office Equipment	25/11/2024		Barclays Community	BCARD COMMERC	Laptop Shoulder Bag (Part)	Amazon EU	S	22.57	4.51	27.08
289	Bank Charges	30/11/2024		Unity Trust Current 1	Service Charge	Service Charge	Unity Trust Bank plc	Z	6.00		6.00
Total									21,507.87	2,061.94	23,569.81

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Payroll	19/12/2024 - 19/12/2024				Confidential			9,644.51		9,644.51
290	Telecommunications	02/12/2024		Barclays Community		Telephone & Broadband	BT (British Telecommunica	S	267.23	53.44	320.67
291	Utilities	09/12/2024		Barclays Community	YU ENERGY 2000:	Electricity Supply	Yü Energy Retail Limited	L	204.49	10.22	214.71
292	GRASSroots Spending	11/12/2024		Unity Trust Current 1		GRASSroots Spending - 4 Tub	Eastern Shires Purchasing	S	832.00	166.40	998.40
293	Utilities	11/12/2024		Unity Trust Current 1		Gas Supply	Eastern Shires Purchasing	L	296.96	14.85	311.81
294	Utilities	11/12/2024		Barclays Community		Water Charges	Wave	Z	31.29		31.29
295	Consumables	11/12/2024		Unity Trust Current 1		Handtowels	Eastern Shires Purchasing	S	21.95	4.39	26.34
296	Christmas Tree	11/12/2024		Unity Trust Current 1		Installing Christmas tree lights	E.ON Energy Solutions Ltd	S	220.00	44.00	264.00
297	GRASSroots Spending	11/12/2024		Unity Trust Current 1		GRASSroots Spending brochure	Eastern Shires Purchasing	S	270.00	54.00	324.00
298	Subscriptions	11/12/2024		Barclays Community	CRONER GROUP L	HR & H&S Support	Croner Group Ltd	S	230.22	46.04	276.26
299	Utilities	02/12/2024		Barclays Community	EVERFLOW LIMITE	Water Charges Credit	Everflow Ltd	Z	-50.77		-50.77
300	Utilities	02/12/2024		Barclays Community	EVERFLOW LIMITE	Water Charges	Everflow Ltd	Z	40.08		40.08
300	Water Charges	02/12/2024		Barclays Community	EVERFLOW LIMITE	Water Charges	Everflow Ltd	Z	9.38		9.38
300	Utilities	02/12/2024		Barclays Community	EVERFLOW LIMITE	Water Charges	Everflow Ltd	Z	27.51		27.51
301	Waste disposal	02/12/2024		Barclays Community	BETTER WASTE H	Waste Bin Collection	Better Waste Solutions Lim	S	45.20	9.04	54.24
302	Utilities	12/12/2024		Barclays Community	WAVE REFUND BG	Water Charges Credit	Anglian Water Business (N:	Z	-392.57		-392.57
303	GRASSroots Spending	19/12/2024		Unity Trust Current 1		GRASSroots Spending	Fenland Carpets & Flooring	S	982.24	196.45	1,178.69
304	General Maintenance	19/12/2024		Unity Trust Current 1	232481	Heras mesh fencing	Chisleys (Spalding) Limited	S	53.57	10.71	64.28
305	Utilities	19/12/2024		Unity Trust Current 1	G1300220	Gas Supply	Eastern Shires Purchasing	S	423.19	84.64	507.83
314	GRASSroots Spending	19/12/2024		Unity Trust Current 1	7570149	GRASSroots Spending	Eastern Shires Purchasing	S	218.00	43.60	261.60
315	Travel	19/12/2024		Unity Trust Current 1	Expenses	Clerk's Expenses	Pinchbeck Parish Council	X	51.30		51.30
316	Youth Club	19/12/2024		Unity Trust Current 1	Expenses	Youth Club Dartboard	Darts Corner Ltd	S	95.79	19.16	114.95
317	Youth Club	19/12/2024		Unity Trust Current 1	Expenses	Youth Club Table Tennis Table	Decathlon UK Ltd	S	274.98	55.00	329.98
318	Family Hubs Breastfeeding Gra	19/12/2024		Unity Trust Current 1	Expenses	Breastfeeding Equipment	John Lewis Plc	S	464.16	92.84	557.00
319	Grass Cutting	19/12/2024		Unity Trust Current 1	13784	Grounds Maintenance	T N Sneath & Sons	S	95.00	19.00	114.00
320	Grass Cutting	19/12/2024		Unity Trust Current 1	13785	Grounds Maintenance	T N Sneath & Sons	S	60.00	12.00	72.00
321	Cemetery Construction	19/12/2024		Barclays Community	GAR-0982	New Cemetery Construction	Gunns & Roses Ltd	S	40,582.64	8,116.53	48,699.17
Total									54,998.35	9,052.31	64,050.66