

# Holland Fen with Brothertoft Parish Council

Minutes of the **Holland Fen with Brothertoft Annual Parish Council Meeting** held at Brothertoft Village Hall on Tuesday the 27th of May 2025 from 8.00pm

Present: Councillors – Chairman Paul Anderson, Vice Chairman Nigel Early, Angela Cannon, Mark Leggott, Edward Cawdron, Peter Robinson, and David Ball. Parish Clerk – Lynn Ottaviano. One member of the public.

1. Election of the Chairman. Cllr Leggott proposed Cllr Anderson with Cllr Ball seconding, all in favour. Declaration of acceptance signed.
2. Election of the Vice Chairman. Cllr Leggott proposed with Cllr Dring seconding, all in favour. Declaration of acceptance signed.
3. Apologies for absence: Borough Councillor Evand due to family commitments.
4. Declarations of Interest of any items on the agenda and to consider any requests for dispensations. None.
5. Approval of the Parish Council meeting minutes held on the 25th of March 2025, proposed by Cllr Leggott, seconded by Cllr Ball, and approved by all present at that meeting.
6. Appointment of new Parish Clerk and approval of job description and salary.  
The new Parish Clerk was welcomed by the Chairman. The job description was approved. Cllr Anderson pointed out that now that minimum wage has increased as of April 2025, the Clerk's annual salary of £1900 equates to less than minimum wage. A revised salary of £2000 was proposed by Cllr Leggott and seconded by Cllr Ball, with salary to be reviewed annually, all in favour.
7. Clerk's report on matters outstanding:
  - i) Cllr Brookes retiring: Clerk to write letter to Cllr Brookes thanking him on behalf of the Parish Council for his attendance at meetings and support with council issues.
  - ii) Previous Clerk resigning: Cllr Leggott brought a thank you card which was signed by the councillors, Clerk to post.
  - iii) Email received requesting a donation towards the upkeep of Holland Fen churchyard. Cllrs expressed that this had already been paid, no further action.
  - iv) Clerk's bank access: the Clerk has prepared a letter for signing by 2 councillors to enable her access to the Nat West bank statements, letter signed, Clerk to send. Clerk to look into the correct bank mandate for Santander bank account access.
  - v) Website access: Clerk requested an email be sent to the website administrator to allow her access to the website for updating. Cllr Anderson will email.
  - vi) Accounts auditor: The previous year's auditor is unable to complete the audit this year and so the Clerk has proposed that Keven Brooks who audits the accounts for the Clerk's other Parish Council be used this year. He charges £65 for the service. Cllrs agreed for Clerk to go ahead with this arrangement.

- vii) Clerk mentioned to Cllrs that “best practice” is to have gov.uk emails for reasons of data protection and that this will be required by next year. Clerk to look at costs involved.
  - viii) Clerk informed Cllrs that they can now co-opt for the councillor vacancy. Cllr Leggott proposed that Mike Johnson be co-opted onto the council, and this was seconded by Cllr Ball, all in favour. Cllr Johnson joined the meeting.
  - ix) The Clerk reported that she will be updating the council’s policies on the website in the near future.
8. Audit of accounts:
- a. Annual Governance Statement approved by council and signed by the Chairman.
  - b. Accounting statements contained in the Annual Return approved by council and signed by the Chairman.
  - c. Council’s certificate of exemption approved by council and signed by the Chairman.
9. To approve payment of accounts:
- a. Previous Clerk’s salary and expenses: cheque signed by 2 councillors Clerk to send.
  - b. HMRC PAYE: cheque signed by 2 councillors Clerk to send.
  - c. ICO Data Protection Annual Fee: cheque signed by 2 councillors, Clerk to send.
  - d. Brothertoft Hall Hire: cheque signed by 2 councillors, Clerk to send.
  - e. Streetlights: cost already deducted from precept.
10. Council insurance renewal with Zurich Insurance for £210.28 approved by council.
11. Brothertoft village hall accounts: Cllr Early reported that the village hall accounts will be available after they have been audited. He reported that the village hall had received a grant for improvements and that the hall has a healthy bank balance with £16,000 in the accounts.
12. General correspondence:
- The Clerk has received a letter from the National Grid about owned land/property. The Clerk was advised to reply stating that the council does not own and land/property. Clerk to action.
- The MP Richard Tice has postponed his visit the village and given a couple of other alternative dates. After discussion, the council agreed to invite him on the 28<sup>th</sup> of June at 10 am, Clerk to email Richard Tice to confirm this.
13. Planning: None.
14. Highway matters: sign at top of Punchbowl Lane, Pothole at Gill Bridge, Kirton Fen, and hole on Cheetam’s Lane.
15. None present.
16. Date of next meeting – Tuesday 22nd July 2025, this meeting will commence at 7:30 p.m. at Holland Fen village hall.
17. Any other matters for inclusion on the next agenda: Cllr Canon will be attending the liaison meeting and so will report back on this at the next meeting.

Meeting closed at 9.34 pm.

Signed:

Dated: