

07.02.2024

**Minutes of the meeting of Holbeach Parish Council, Open Spaces Committee,
Thursday 1st February 2024 at 16:00 at Coubro Chambers, Holbeach**

	In attendance	Apologies given	Non Attendance
Holbeach Parish Council, Open Spaces Committee	Cllrs: R Flood, S Hutchinson, L Jordan, S Bailey Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell		
Public including Councillors	None		

Chair Cllr R Flood opened the meeting at: 16:01

OS-2023/4-093 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting – None.

OS-2023/4-094 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 – Cllr S Hutchinson declared a non-pecuniary interest in agenda item 2023/4-105 & 2023/7-102a & Cllr L Jordan declared a non-pecuniary interest in agenda item 2023/7-102a.

OS-2023/4-095 Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 28th November 2023 and to authorise the Chair to sign the official minutes.

OS-2023/4-096 Clerks report

- a) To receive a report from the Clerk to include update on all areas – see appendix a

OS-2023/4-097 Carters Park

- a) It was discussed and **resolved** to close the area between the Jubilee Garden and the Gym equipment area for a month due to muddy conditions.

OS-2023/4-098 Allotments

- a) To receive an update on the waiting list – allotments at Battlefields available and will be given to the people on the waiting list and Callows has now been rented and has already been ploughed ready for use.

OS-2023/4-099 Nature Reserve

- a) It was **resolved** to agree to sign the Duck Feeder agreement and should be installed in a few weeks.

OS-2023/4-100 Cemeteries

- a) It was **resolved** to agree to purchase grave markers and this has been historically agreed and labels have already been purchased and to be used with laser printer. Permissions to be sought from grave owners to allow the grave space references to be attached in a discreet location on grave markers.
- b) It was **resolved** to agree the damaged fencing in Park Road Cemetery and to find out who has purchased the adjacent land before repairing in case they require access to the land. Contact conservation officer for permission.

OS-2023/4- 101 Work scheduling.

- a) It was **resolved** to agree who will represent the committee at the work scheduling meeting and the date – Cllrs R Flood & S Bailey to meet on 15th February 2024 at 12.30pm.
- b) It was reviewed the winter work list and to remove the dangerous tree from dog run and do maintenance of the trees on authorised list.
- c) It was reviewed the tree work and to contact the same contractor and arrange the next tree survey which is due in March 2024.

OS-2023/4- 102 Policies

- a) It was reviewed and **resolved** to agree to recommend to Full Council the Cemetery Fees and to keep the current fees the same for one year. Cllrs S Hutchinson & L Jordan abstained.
- b) It was reviewed and **resolved** to agree to recommend to Full Council the Cemetery Rules & Regulations and to ensure these are signed when graves spaces are purchased and to explain GDPR regulations and Data Protection Act.
- c) It was reviewed and **resolved** to agree to recommend to Full Council the Memorial Policy & Regulations and to have photographic evidence from stone masons that the grave marker has the grave space reference on the back.
- d) It was reviewed and **resolved** to agree to recommend to Full Council the Memorial Applications Form to enforce stone masons to book appointments for installation of any grave markers and to supply evidence of grave space reference on the back and email box added for EROB holder.
- e) It was reviewed and **resolved** to agree to recommend to Full Council the Monument plaque application form for no changes to be made.

- f) It was reviewed and **resolved** to agree to recommend to Full Council the Scattering of Ashes Policy for no changes to be made.
- g) It was **resolved** to agree the new monthly play inspection form and to laminate sheets and for the Park team to write on in removable pen and bring to the Parish Council Office for scanning and to be re-use.
- h) It was discussed and **resolved** to agree to move agenda item to closed session vacating premises guideline and to recommend to Full Council.

OS-2023/4-103 Prosperity funding

- a) It was discussed and **resolved** to agree to recommend to Full Council ideas for funding and to submit for a disabled access path from Edinburgh Walk to play area.

OS-2023/4- 104 Meetings

- a) It was **resolved** to agree the meeting dates for 2024 – see appendix b

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 17:22
Closed meeting opened at 17:24*

OS-2023/4- 102 Policies

- h) It was discussed and **resolved** to agree a vacating premises guideline and to recommend to Full Council – already covered and no longer required.

OS-2023/4-105 Battlefields

- a) It was **resolved** to agree the way forward following the email received and to await further communication. (Cllr S Hutchinson abstained).

OS-2023/4-106 Council Property

- a) It was discussed and **resolved** to agree the way forward with a Council property and to recommend to Full Council for Park Team to utilise the outbuildings – Cllr S Hutchinson abstained.

Closed Meeting closed at 17:46

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

Appendix a

Allotments

Permission granted for polytunnel on G21 & G22

Permission granted for polytunnel on G36e

Park Road Cemetery

Awaiting consent from SHDC to start winter work

Carters Park

Nothing to report

All Saints Churchyard

Awaiting quotes tree work

Netherfield

Nothing to report

Hall Gate

Nothing to report

Nature Reserve

Nothing to report

Holbeach Bank Playing Field

Nothing to report

Appendix b

Dates and times of Open Spaces Committee meetings for 2024

Date	Venue
23 rd January 2024 @ 18:00	Coubro
20 th February 2024 @18:00	Coubro
19 th March 2024 @ 18:00	Coubro
24 th April 2024 @18:00	Coubro
22 nd May 2024 @ 18:00	Coubro
19 th June 2024 @ 18:00	Coubro
23 rd July 2024 @ 18:00	Coubro
20 th August 2024 @18:00	Coubro
25 th September 2024 @18:00	Coubro
23 rd October 2024 @18:00	Coubro
20 th November 2024 @ 18:00	Coubro
19 th December 2024 @ 18:00	Coubro