



**Coubro Chambers**  
**11 West End**  
**HOLBEACH**  
**Spalding**  
**Lincs.**  
**PE12 7LW**  
**Tel: 01406 426739**  
**Email: holbeachpc@btconnect.com**  
**Clerk: David Boyce, RFO: Chris Seymour**

Dear Councillor

I summon you to a Meeting of the above Council to be held at Methodist Church Meeting Room, Albert Walk, Holbeach on Monday 13<sup>th</sup> January 2020 commencing at 19:10 preceded by the Open Forum at 19:00.

Yours sincerely,

*David Boyce*

## **AGENDA**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of previous meeting –9<sup>th</sup> December 2019**
- 4. Police and County Matters**
  - (a) Police matters
  - (b) District matters
  - (c) County matters
- 5. Highways Matters (Clerk)**
  - (a) Road closures
  - (b) To decide what comments to make regarding the trial on the A16 junction
  - (c) To propose a speeding working party (Cllr Manley)
- 6. Estimates 2019-2020 - Consider and sign precept (RFO)**
- 7. Allotments (Cllr Graham Rudkin)**

(a) Chairman of Allotments Report

**8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) To agree the grass cutting contract
- (c) To appoint a CCTV champion

**9. Cemeteries – Park Road, All Saints Churchyard and Hallgate (Cllr Rachel Flood)**

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) Cemetery Chapels report
- (c) Memorial inscriptions and burial reserved plots – for approval

**10. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report

**11. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report
- (b) To appoint a new member to the working party

**12. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**13. Financial statement and presentation of payments for approval (Cllr Geoff Donley)**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 6<sup>th</sup> January 2020
- (b) Financial Statement
- (c) To agree the changes to the insurance policy
- (d) To agree the grass cutting tenders

**14. Staffing Matters – resolve to take “In Closed Session”**

**15. Any other business by leave of Chairman**

**16. Confirm date and venue of next Parish Council Meeting**

February 10<sup>th</sup> 2020 at Methodist Church Hall, Albert Walk, Holbeach.

**17. Agenda items for next Meeting**



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**Clerk: David Boyce, RFO: Chris Seymour**

Dear Councillor,

I summon you to a Meeting of the above Council to be held at Methodist Church Meeting Room, Albert Walk, Holbeach on Monday 10<sup>th</sup> February 2020 commencing at 19:10 preceded by the Open Forum at 19:00.

Yours sincerely,

*David Boyce*

## **AGENDA**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of previous Meetings – 13<sup>th</sup> January 2020**
- 4. Clerks report**
  - (a) Report current vacancies
  - (b) To receive written applications for the offices of Parish Councillor and to co-opt candidates to fill the existing vacancy
- 5. To appoint a new vice chairman**
- 6. Police and County Matters**
  - (a) Police matters
  - (b) District matters
  - (c) County matters
- 7. Highways Matters (Clerk)**
  - (a) Road closures
- 8. Allotments (Cllr Graham Rudkin)**
  - (a) Chairman of Allotments Report

**9. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) To appoint a CCTV champion
- (c) To discuss the locking and unlocking arrangements for the Parish Council
- (d) To appoint representatives to negotiate and execute a lease for Stukeley Grounds
- (e) To agree to resurface the tennis court
- (f) To agree the Netherfields opening day and communication

**10. Cemeteries – All Saints, Park Road and Hallgate (Cllr Carol Rudkin)**

- (a) To appoint a new chair of cemeteries
- (b) Chairman of Cemeteries and Closed Churchyard's Report
- (c) Cemetery Chapels report
- (d) Memorial inscriptions and burial reserved plots for approval
- (e) To appoint a cemetery chapels representative
- (f) To agree a scattering of ashes process (Clerk)
- (g) To agree on a letter of support for the Cemetery Chapels following successful planning permission receipt.

**11. Fishpond Lane Nature Reserve (Cllr Tony Lomax)**

- (a) Chairman of Nature Reserve report

**12. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report

**13. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report
- (b) To appoint another member to the planning working party
- (c) To pursue the purchase of a commercial property

**14. Properties (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report
- (b) To agree the essential maintenance item for 4a High Street

**15. Financial statement and presentation of payments for approval (Cllr Geoff Donley)**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 3<sup>rd</sup> February 2020
- (b) Financial Statement

**16. VE and VJ day celebrations (Cllr Evelyn Penney)**

**17. To invite councillors to training (Cllr Tony Lomax)**

**18. Staffing Matters – resolve to take in Closed Session**

- (a) To appoint two new members to the HR working party

**19. Any other business by leave of Chairman (Cllr Tony Lomax)**

**20. Agenda items for next Meeting**

**21. Confirm date and venue of next Parish Council Meeting**

March 9<sup>th</sup>, 2020 at the Methodist Church Hall, Albert Walk, Holbeach. Following the Annual Parish Meeting. (therefore there will be no Open Forum)



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**Clerk: David Boyce, RFO: Chris Seymour**

Dear Councillor,

I summon you to a Meeting of the above Council to be held at Methodist Church Meeting Room, Albert Walk, Holbeach on Monday 9<sup>th</sup> March 2020 preceded by the Annual Parish Meeting at 19:00.

There will be no open forum.

Yours sincerely,

David Boyce, Clerk

## **A G E N D A**

- 1. Apologies (Clerk)**
- 2. Declarations of Interest (Clerk)**
- 3. Minutes of previous meeting – 10<sup>th</sup> February 2020**
- 4. Police and County Matters**
  - (a) Police matters
  - (b) District matters
  - (c) County matters
- 5. Highways Matters (Clerk)**
  - (a) Road closures
- 6. Allotments (Cllr Graham Rudkin)**
  - (a) Chairman of Allotments Report
- 7. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**
  - (a) Chairman of Parks and Playing Fields Report
  - (b) To agree to adopt the Carters Park Food Festival on the 4<sup>th</sup> and 5<sup>th</sup> July 2020

- 8. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)**
  - (a) Chairman of Cemeteries and Closed Churchyard's Report
  - (b) Memorial inscriptions and burial reserved plots – for approval
  - (c) To agree on the Park Lane tree
  
- 9. Fishpond Lane Nature Reserve (Cllr Tony Lomax)**
  - (a) Chairman of the Nature Reserve report
  
- 11. Holbeach Bank Playing Field (Cllr Eddie McNally)**
  - (a) Chairman of Holbeach Bank Playing Fields Report
  
- 12. Planning Applications (Cllr Eddie McNally)**
  - (a) Chairman of Planning's Report
  - (b) To receive the feasibility study for the purchase of a commercial unit in Holbeach and
  
- 13. Property (Cllr Isobel Hutchinson)**
  - (a) Chairman of Properties Report
  
- 14. The Speeding Committee (Cllr Michelle Manley)**
  - (a) To receive the Speeding Committee report
  - (b) To agree the speeding strategy
  
- 15. Financial statement and presentation of payments for approval (Cllr Geoff Donley)**
  - (a) Chairman of Finance Report including recommendations of Finance Working Party of 2<sup>nd</sup> March 2020.
  - (b) Financial Statement.
  
- 16. Staffing Matters – resolve to take "In closed Session"**
  
- 17. Any other business by leave of Chairman**
  
- 18. Agenda items for next Meeting**
  
- 19. Confirm date and venue of next Parish Council Meeting**

April 13<sup>th</sup> 2020 at Methodist Church Hall, Albert Walk, Holbeach.



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**Clerk: David Boyce**

Dear Councillor,

I summon you to a Meeting of the above Council to be held on Skype. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

## **AGENDA**

- 1. Appointment of Chairman**
- 2. Appointment of Vice Chairman**
- 3. Clerks Report**
- 4. Apologies**
- 5. Appointment of Chairman for the following working parties & committees:**
  - a. Cemeteries & Closed Churchyard and Vice.
  - b. Parks & Playing Fields and Vice.
  - c. Allotments and Vice
  - d. Properties
  - e. Planning and Vice
  - f. Holbeach Bank Playing Field
  - g. Finance and Vice
  - h. Nature Reserve
  - i. Speeding
  - j. Finance Working Party
  - k. HR & Health and Safety Working Party and Vice
- 6. Appointments to other bodies:**

- a. Holbeach United Charities (2)
- b. Holbeach Farmer Education Foundation (4)
- c. Holbeach St Marks Village Hall
- d. Flood Wardens (2)

**7. Declarations of Interest**

**8. Minutes of previous Meeting – 8<sup>th</sup> April 2019**

**9. Financial statement and presentation of payments for approval**

- (a) Chairman of Finance Report
- (b) Payment List – approval for payment
- (c) Financial Statement
- (d) To receive consider and approve the Internal Auditors Report
- (e) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return)
- (f) To consider and approve the Statement of Accounts (Section 2 of the Annual Return)
- (g) To authorise the Chairman to sign the Annual Return for return to the External Auditor.

**10. Staffing Matters – resolve to take “In closed session”**

- (a) To deliberate and decide on if and what to offer as a follow on from an apprenticeship

**11. Any other business by leave of Chairman**

**12. Confirm date and venue of next Parish Council Meeting**

**13. Agenda items for next Meeting**





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**Clerk: David Boyce**

Dear Councillor,

I summon you to a Meeting of the above Council to be held online (log on details to follow) on Tuesday the 30<sup>th</sup> of June 2020 at 19:00. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

## **A G E N D A**

- 1. Appointment of Chairman**
- 2. Appointment of Vice Chairman**
- 3. Clerks Report**
  - a) To update the Council on the current vacancies on the Hurn Ward and the Drove Ward**
  - b) To update on the new vacancy on the Town Ward**
  - c) To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy**
- 4. Apologies**
- 5. Declarations of Interest**
- 6. Minutes of previous Meeting – 8<sup>th</sup> April 2019**
- 7. Financial statement and presentation of payments for approval**
  - (a) Chairman of Finance Report
  - (b) Payment List – approval for payment
  - (c) Financial Statement
  - (d) To appoint Godfrey Parkes as the internal auditor for the 2020-2021 cycle
  - (e) To receive consider and approve the Internal Auditors Report

- (f) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return)
- (g) To consider and approve the Statement of Accounts (Section 2 of the Annual Return)
- (h) To authorise the Chairman to sign the Annual Return for return to the External Auditor.

**8. To discuss regards the locking up trial progress**

**9. To appoint a chairman of the Nature Reserve**

**10. To increase PR working party membership by two people.**

- a) To appoint two members to the PR working party

**11. To appoint the IT working party**

- a) To appoint four members to the working party
- b) To agree the work and scope of the working party

**12. Staffing Matters – resolve to take “In closed session”**

**13. Confirm date and venue of next Parish Council Meeting**

- a) To be called by the Clerk and Chairman as required

**14. Invite for agenda items for next Meeting**



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**Clerk: David Boyce**

Dear Councillor,

I summon you to a Meeting of the above Council to be held online (log on details to follow) on Monday the 20<sup>th</sup> of July 2020 at 19:00. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

## **AGENDA**

### **1. Apologies**

### **2. Clerks Report**

- a) To update the Council on the current vacancies on the Drove Ward
- b) To update on the new vacancy on the Town Ward
- c) To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy

### **3. Declarations of Interest**

### **4. Minutes of previous Meeting**

- a) To agree minutes of the meeting 24<sup>th</sup> April 2020 deferred from previous meeting
- b) To agree previous meeting of 30<sup>th</sup> June 2020 minutes

### **5. Allotments**

- (a) To agree the date of the allotment inspection

### **6. Cemeteries**

- (a) To agree the outstanding memorial and burial grants for approval

### **7. Stukeley Park**

- (a) To receive a progress update on the lease negotiations from Cllr I Hutchinson and Cllr Donley

## **8. The PR working party**

- (a) To agree to include within the scope of the working party the investigation into the IT hardware and software over the next three months for recommendations to the Full Council for decision
- (b) To discuss the investigated iPad option

## **9. Carters Park**

- (a) To agree to open the Dog Run, the Tennis Courts, the gym equipment, Carters Park play areas, Holbeach Bank play area and Netherfield play area following CoVID-19 Secure Risk assessments
- (b) To agree to allow Spalding High School to finish painting the football club fence along the cricket pitch
- (c) To agree on whether or not to lock up the area
- (d) To agree to allow Cllr I Hutchinson to put murals in the park
- (e) To agree to adopt, install and maintain the play equipment purchased by Friends of Holbeach Parks for £160.00 consisting of a climbing frame, a see saw and two rockers
- (f) To agree the contracting tender

## **10. Financial statement and presentation of payments for approval**

- (a) The Chairman of Finance Report
- (b) Payment List – to agree for payment
- (c) To present the Financial Statement for agreement
- (d) To agree to apply for a new banking mandate to include Cllrs Graham Rudkin, Geoff Donley, Isobel Hutchinson, Eddie McNally & officers David Boyce and Jan Hearsey
- (e) To agree to appoint a third party consultant for RFO training
- (f) To agree a Barclaycard on the account for the RFO
- (g) To agree a gift for the outgoing Clerk

## **11. HR Matters – resolve to take “In closed session”**

- (a) To appoint another member to the HR working party following the resignation of Cllr Wilson
- (b) To appoint an appeal panel

## **12. Chairmans update**

## **13. Confirm date and venue of next Parish Council Meeting**

- a) To be called by the Clerk and Chairman as required

## **14. Invite for agenda items for next Meeting**



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**Clerk: David Boyce**

Dear Councillor,

I summon you to a Meeting of the above Council to be held online (log on details to follow) on Tuesday the 5<sup>th</sup> of August 2020 at 19:00. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

### **AGENDA**

- 1. To discuss Councillor conduct (Cllr G Rudkin)**
- 2. To discuss the findings of the investigation report into the CCTV and decide on appropriate action (Cllr Sophie Hutchinson, Cllr Paula Silva)**



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**Clerk: David Boyce, RFO: Chris Seymour**

Dear Councillor,

I summon you an extraordinary meeting of the above Council to be held on Zoom on Tuesday 18<sup>th</sup> August 2020, starting at 19:00.

Yours sincerely,

David Boyce, Clerk

### **Zoom details**

<https://zoom.us/j/94616991849?pwd=bHU3bmU5amZDQ1VUdVbG9UcVQzZVQTO9>

**Meeting ID:** 946 1699 1849

**Passcode:** 057480

## **A G E N D A**

### **1. Apologies**

### **2. Financial (RFO)**

*Supporting documentation to be found in full Council drive – finance*

- a) To agree on a new Chair of finance following the resignation of Cllr Geoff Donley
- b) To agree on a Vice chair of finance
- c) To appoint an independent individual to the Finance working party
- d) To agree the cheque register
- e) To agree on the British Legion Grant application
- f) To agree on the Holbeach in Bloom grant application
- g) To agree on the Millennium Lighting Committee grant application

### **3. Confirm date and venue of next Parish Council Meeting**

- (a) To be called by the Clerk and the Chairman

### **4. Agenda items for next Meeting**



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**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you a meeting of the above Council to be held at Methodist Church Meeting Room, Albert Walk, Holbeach on Monday 14<sup>th</sup> September 2020 at 19:10 preceded by an Open Forum starting at 19:00.

Yours sincerely,

David Boyce, Clerk

## **A G E N D A**

### **1. Apologies**

### **2. Clerks Report – Vacancies**

(a) Report current vacancies

### **3. Declarations of Interest**

### **4. Minutes of previous Meetings – 10<sup>th</sup> August 2020**

### **5. Police, District and County Matters**

(a) Police matters

(b) District matters

(c) County matters

### **6. Highways Matters (Clerk)**

(a) Road closures

- 7. Allotments (Cllr Graham Rudkin)**
  - (a) Chairman of Allotments report
- 8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**
  - (a) Chairman of Parks and Playing Fields Report
- 9. Cemeteries; Park Road, Hallgate and Closed Churchyard (Cllr Paul Gunn)**
  - (a) Chairman of Cemeteries and Closed Churchyard's Report
  - (b) Memorial inscriptions and burial reserved plots – for approval
- 10. Holbeach Bank Playing Field (Eddie McNally)**
  - (a) Chairman of Holbeach Bank Playing Fields Report
- 11. Planning (Cllr Eddie McNally)**
  - (a) Chairman of Planning's Report
- 12. Property (Cllr Isobel Hutchinson)**
  - (a) Chairman of Properties Report
- 13. Financial statement and presentation of payments for approval**
  - (a) To appoint a Chair of Finance
  - (b) Chairman of Finance Report including recommendations of Finance Working Party of 7<sup>th</sup> September 2020.
  - (c) To agree the NALC updated financial regulations
  - (d) Financial Statement.
  - (e) Staff Wages- resolve to take "in Closed Session"
- 14. Staffing Matters – resolve to take "in Closed Session"**
- 15. Fishpond Lane Nature Reserve (Cllr Michelle Manley)**
  - (a) Fishpond Lane Nature reserve report
- 16. Any other business by leave of Chairman**
- 17. Confirm date and venue of next Parish Council Meeting**

October 12<sup>th</sup> 2020 at Methodist Church Hall, Albert Walk, Holbeach.
- 18. Agenda items for next Meeting**





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**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you a meeting of the above Council to be held on Zoom (details to follow) on Monday 12<sup>th</sup> October 2020 at 19:00.

Yours sincerely,

David Boyce, Clerk

Meeting details:

<https://zoom.us/j/3909873617?pwd=akZNa2V4VxRYm95eFFtZXY3VnlTUT09>

Meeting ID: **390 987 3617**

Passcode: **9gtX1M**

## **A G E N D A**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of previous Meetings – 17<sup>th</sup> September 2020**
- 4. To appoint a chair of Data Protection following the resignation of Cllr Stephen Johnson**
- 5. To agree on the CCTV consultation**
- 6. Allotments (Cllr Graham Rudkin)**
  - (a) Chairman of Allotments report
- 7. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**
  - (a) Chairman of Parks and Playing Fields report
  - (b) To agree the company for locking up from the received tenders

- 8. Cemeteries; Closed Churchyard, Park Road and Hallgate (Cllr Paul Gunn)**
  - (a) Chairman of Cemeteries and Closed Churchyard's report
  - (b) Memorial inscriptions and burial reserved plots to be approved
- 9. Holbeach Bank Playing Field (Cllr Eddie McNally)**
  - (a) Chairman of Holbeach Bank Playing Fields report
  - (b) To agree the replacement fencing along the boundary
- 10. Planning (Cllr Eddie McNally)**
  - (a) Chairman of Planning's report
  - (b) To agree to request car park signage from the relevant bodies
  - (c) To agree the consultation to ask the public whether they would prefer traffic calming or timed restrictions in the Town
- 11. Speeding (Cllr Michelle Manley)**
  - a) To agree the proposed list of TRO's
  - b) To request an Archer survey from the Lincs Road Safety Partnership B1168 Holbeach St Johns
- 12. Property (Cllr Isobel Hutchinson)**
  - (a) Chairman of Properties Report
- 13. Financial statement and presentation of payments for approval (RFO)**
  - (a) Chairman of Finance report including recommendations of Finance Working Party of 5<sup>th</sup> October 2020.
  - (b) To receive the Financial Statement
  - (c) To agree the Members to go on the CCLA mandate
  - (d) To agree the financial risk assessment
  - (e) To agree the Royal British Legion grant
  - (f) To agree the poppy wreath
  - (g) To agree on the salary scales
  - (h) To rationalise the job roles and agree next steps
- 14. Fishpond Lane Nature Reserve (Cllr Michelle Manley)**
  - (a) To receive the Nature Reserve report
- 15. PR working party**
  - a) To receive an update on the PR working party
  - b) To discuss a complaints procedure
  - c) To update the Council on the transparency code
  - d) To discuss a process for press releases
- 16. To agree on policy for Operation London Bridge (Brandi Rogan)**
- 17. To agree dates for the 2021 meetings, subject to ongoing CoVID-19 guidance**
- 18. Confirm date and venue of next Parish Council Meeting**
  - (a) To be confirmed by the Chairman and the Clerk
- 19. Agenda items for next Meeting**



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**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you to a meeting of the above Council to be held on Zoom on Monday 9<sup>th</sup> November 2020 at 19:00. There will be no open forum.

Yours sincerely,

Deputy Clerk,  
Jan Hearsey

Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=akZNa2V4VkkxRYm95eFFtZXY3VnlTUT09>

Meeting ID: 390 987 3617

Passcode: 9gtX1M

## **A G E N D A**

### **1. Apologies**

### **2. Declarations of Interest**

### **3. Minutes of previous Meetings – 17<sup>th</sup> September 2020/12<sup>th</sup> October 2020/28<sup>th</sup> October 2020**

### **4. Police, District and County Matters**

- (a) Police matters
- (b) District matters
- (c) County matters

**5. Highways Matters (Deputy Clerk)**

- (a) Road closures

**6. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report

**7. Carters Park, Stukeley Grounds & Parish Playing Fields (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) To agree to close the dog run for the winter period

**8. Cemetery chapels, Park Road, Hallgate & All Saints Churchyard (Cllr Paul Gunn)**

- (a) Chairman of Cemeteries and Closed Churchyards Report
- (b) Memorial inscriptions and burial reserved plots – for approval
- (c) To discuss options for the wood in the churchyard
- (d) To discuss options for signing cemetery documents throughout lockdown.

**9. Trees**

- (a) Cllr Manley's report re tender for tree work.

**10 Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report

**11 Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report

**12. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**13. Financial statement and presentation of payments for approval**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 2nd November 2020
- (b) Financial Statement.
- (c) To agree to purchase Rigby Taylor Chemicals
- (d) To approve the training courses for the Parks team

**14. Locking up tender & distribution list**

**15. Staffing Matters – resolve to take “In Closed Session”**

- (a) To discuss new standing orders
- (b) To discuss setting up a Councillors “Whatsapp” group
- (c) To discuss staff contracts and pay scales
- (d) To discuss the BrightHR Portal & Peninsula
- (e) To agree the appraisal and KPI format
- (f) To review the options regarding Peninsula documents

**16. Confirm date and venue of next Parish Council Meeting**

December 14<sup>th</sup> 2020 via Zoom

**17. Agenda items for next Meeting**



**PARISH COUNCIL**  
**Coubro Chambers**  
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**e-mail: holbeachpc@btconnect.com**

**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you to a meeting of the above Council to be held on Zoom on Tuesday 1<sup>st</sup> December 2020 at 19:00. There will be no open forum.

Yours sincerely,

Deputy Clerk,  
Jan Hearsey

Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=akZNa2V4VlxRYm95eFFtZXY3VnITUT09>

Meeting ID: 390 987 3617

Passcode: 9gtX1M

## **A G E N D A**

### **1. Apologies**

### **2. Declarations of Interest**

### **3. Staffing matters**

- (a) 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**





**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding**

**PE12 7LW**

**Tel: 01406 426739**

**e-mail: holbeachpc@btconnect.com**

**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you a meeting of the above Council to be held via Zoom on Monday 14<sup>th</sup> December 2020 at 19:00. There will be no open forum.

Holbeach Parish Council is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 14, 2020 07:00 PM London

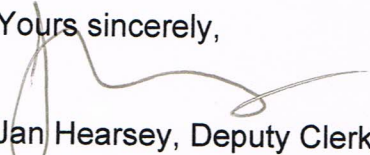
Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=akZNa2V4VkkxRYm95eFFtZXY3VnITUT09>

Meeting ID: 390 987 3617

Passcode: 9gtX1M

Yours sincerely,

  
Jan Hearsey, Deputy Clerk

## **A G E N D A**

### **1. Apologies**

### **2. Clerks Report – Vacancies.**

(a) Report current vacancies

(b) To discuss ideas about cutting up Christmas trees

### **3. Declarations of Interest**

### **4. Minutes of previous Meetings – To resolve to take into Closed Session**

### **5. Police, District and County Matters**

(a) Police matters

(b) District matters

(c) County matters

**6. Highways Matters (Clerk)**

- (a) Road closures
- (b) To approve the deployment of our reactive speed sign on the B1168 at Holbeach St Johns, in support of a speed review requested by a group of parishioners. (Cllr P Sparkes)
- (c) To request installation of this
- (d) To identify who can monitor, maintain and gather data from the sign

**7. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report

**8. Carters Park & Parish Playing Fields (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) Tenders – Locking up Tender– Propose to take ‘in Closed session’.

**9. Cemetery chapels, Park Road, Hallgate & Closed Churchyard (Cllr Paul Gunn)**

- (a) Chairman of Cemeteries and Closed Churchyard’s Report
- (b) Memorial inscriptions and burial reserved plots – for approval

**10. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report
- (b) To agree to take on the grass cutting responsibilities for LCC as previous years.

**11. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning’s Report
- (b) To receive an update of the result of the planning survey (Cllr S Hutchinson)

**12. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**13. Financial statement and presentation of payments for approval**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 7<sup>th</sup> December 2020
- (b) Financial Statement
- (c) To agree to purchase of barrow for litter picker
- (d) To agree to adopt the new Standing Orders
- (e) To agree to move to Sage Payroll online version
- (f) To agree to appoint a new internal auditor.
- (g) To agree training course.
- (h) To agree to purchase chemicals from Rigby Taylor
- (i) To agree to adopt the updated Financial Risk Assessment
- (j) To make arrangement for paying credit card in January

**14. Data Protection Working Party (Cllr Sophie Hutchinson)**

- (a) Chairman of Data Protection Report

**15. To appoint a Chair of the Nature Reserve following the resignation of Cllr M Manley.**

- (a) Tree tenders, Cllr G Rudkin
- (b) Tree planting, Cllr P Sparkes

**16. To adopt "Operation London Bridge"**

**17. PR /IT Working Party**

- (a) IT Tender update

**18. Staffing Matters – resolve to take "In Closed Session"**

- (a) Working arrangement over the Christmas holiday & Pay date
- (b) To discuss the setting up of an appraisal system and dates. To set up a programme for staff training. (Cllr I Hutchinson).
- (c) Staffing matters other.
- (d) Contracts - staff members

**19. Any other business by leave of Chairman**

**20. Confirm date and venue of next Parish Council Meeting, which will be via Zoom.**

**21. Agenda items for next Meeting**





**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding**

**Lincs.**

**PE12 7LW**

**Tel: 01406 426739**

**Email: [holbeachpc@btconnect.com](mailto:holbeachpc@btconnect.com)**

**Clerk:**

**Deputy Clerk/RFO: Jan Hearsey**

Dear Councillor

I summon you to a Meeting of the above Council to be held via Zoom on Monday 18<sup>th</sup> January 2021 commencing at 19:00 There will be no Open Forum.

Topic: My Meeting

Time: Jan 18, 2021 07:00 PM London


Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=akZNa2V4VkxRYm95eFFtZXY3VnlTUT09>

Meeting ID: 390 987 3617

Passcode: 9gtX1M

Yours sincerely,



*Jan Hearsey*

## **AGENDA**

### **1. Apologies**

### **2. Declarations of Interest**

### **3. Minutes of previous meeting –14<sup>th</sup> December 2020**

### **4. Clerks Report**

- a) To update the Council on the current vacancies on the Town Ward
- c) To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy

**5. Police and County Matters**

- (a) Police matters
- (b) District matters
- (c) County matters

**6. Highways Matters (Deputy Clerk)**

- (a) Road closures

**7. Estimates 2020-2021 - Consider and sign precept (RFO)**

**8. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report

**9. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) To discuss locking up arrangements

**10. Cemeteries – Park Road, All Saints Churchyard and Hallgate (Cllr Rachel Flood)**

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) Cemetery Chapels report
- (c) Cemetery Chapel repairs (Cllr I Hutchinson)
- (d) Memorial inscriptions and burial reserved plots – for approval
- (e) To discuss the use of scribe for cemeteries

**11. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report
- (b) To discuss the boundary at Holbeach Bank

**12. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report

**13. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**14. Financial statement and presentation of payments for approval (Cllr Rachel Flood)**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 11<sup>th</sup> January 2020
- (b) Financial Statement
- (c) To agree to serve notice to ELAS to end our current contracts at the end of the contract period in December 2021
- (d) CCLA account
- (e) Insurance renewal
- (f) To agree the financial risk assessment

**15. The Speeding Committee - B1168 Holbeach St John - Traffic.**

- (a) Implementation of the reactive sign.
- (b) Request for additional 40MPH repeater signs.
- (c) Request for two additional SID mounting plates (circa 58.00 each)

(d) Report on SID location status.

(e) Request for financial support for two additional posts in HSJ for locating the SID.

**16. Nature Reserve (Cllr Marchant) report**

**17. Employment and training working party (Cllr Donley)**

(a) Chairman of employment working party report

**18. IT Tender**

(a) IT Tenders – resolve to take “In Closed session”

**19. Staffing Matters – resolve to take “In Closed Session”**

(a) Report from Cllr Sparkes and Cllr Marchant

(b) Job roles – Cllr Marchant

(c) General staffing matters

**20. Any other business by leave of Chairman**

**21. Confirm date and venue of next Parish Council Meeting**

February 8<sup>th</sup> 2021 via Zoom.

**21. Agenda items for next Meeting**



**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding**

**Lincs.**

**PE12 7LW**

**Tel: 01406 426739**

**Email: holbeachpc@btconnect.com**

**Clerk: Deputy Clerk/ RFO: Jan Hearsey**

Dear Councillor,

I summon you to a Meeting of the above Council to be held on Zoom on Monday 8<sup>th</sup> February 2021 commencing at 19:00 there will be no Open Forum.

Topic: Holbeach Parish Council Meeting

Time: Feb 8, 2021 07:00 PM London

Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=TVZUZIQ3ckZ1RXVNOEozZTVONGtJZz09>

Meeting ID: 390 987 3617

Passcode: 907038

Yours sincerely,

*Jan Hearsey*

## **AGENDA**

### **1. Apologies**

### **2. Declarations of Interest**

Nolan principles & Non-disclosure

### **3. Minutes of previous Meetings – 18<sup>th</sup> January 2021**

### **4. Police and County Matters**

(a) Police matters

(b) District matters

(c) County matters

**5. Highways Matters (Deputy Clerk)**

(a) Road closures

**7. Allotments (Cllr Graham Rudkin)**

(a) Chairman of Allotments Report

**8. Carters Park and Parish Playing Field (Cllr Kelly Wilson)**

(a) Chairman of Parks and Playing Fields Report

(b) Locking up arrangements

**9. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)**

(a) Chairman of Cemeteries and Closed Churchyard's Report

(b) Cemetery Chapels report

(c) Memorial inscriptions and burial reserved plots for approval

**10. Fishpond Lane Nature Reserve (Cllr Laurence Marchant)**

(a) Chairman of Nature Reserve report

**11. Holbeach Bank Playing Field (Cllr Eddie McNally)**

(a) Chairman of Holbeach Bank Playing Fields Report

**12. Planning Applications (Cllr Eddie McNally)**

(a) Chairman of Planning's Report

**13. Properties (Cllr Isobel Hutchinson)**

(a) Chairman of Properties Report

**14. Financial statement and presentation of payments for approval (Cllr Rachel Flood)**

(a) Chairman of Finance Report including recommendations of Finance Working Party of 1<sup>st</sup> February 2021

(b) Financial Statement

© Insurance contract period

(d) Review and adopt Grants policy

**15. To appoint a Chairman of Health & Safety following the resignation of Cllr Laurence Marchant due to personal reasons.**

**16. PR/IT Working Party (Cllr Stephen Johnson)**

(a) Chair of PR/IT working party report

(a) Cllr P Sparkes, IT Tenders

(c) Microsoft 365 migration

**16. Training & Employment**

To appoint an HR Committee

**17. Staffing Matters – resolve to take “In Closed Session**

(a) To restructure admin roles and appoint new Clerk & Deputy Clerk

**18. Any other business by leave of Chairman (Cllr G Rudkin)**

**19. Agenda items for next Meeting**

**20. Confirm date and venue of next Parish Council Meeting**

March 8<sup>th</sup>, 2021 via Zoom. Following the Annual Parish Meeting. (therefore there will be no Open Forum)



**Coubro Chambers  
11 West End  
HOLBEACH  
Spalding  
Lincs.  
PE12 7LW**

**Tel: 01406 426739**

**e-mail: holbeachpc@btconnect.com**

**Clerk/RFO: Jan Hearsey, Deputy Clerk: Brandi Rogan**

Dear Councillor,

I summon you to a Meeting of the above Council to be held via Teams on Monday 8<sup>th</sup> March 2021 preceded by the Annual Parish Meeting at 19:00.  
There will be no open forum.

Link to teams: This link will be published on our website and Facebook page:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTNmYjFhNDAtODZkNy00MTk2LThkMzUtOTA0OGJmNTI5ODYx%40thead.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTNmYjFhNDAtODZkNy00MTk2LThkMzUtOTA0OGJmNTI5ODYx%40thead.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d)

Yours sincerely,

Jan Hearsey, Clerk

## **A G E N D A**

### **1. Apologies (Clerk)**

### **2. Declarations of Interest (Clerk)**

To receive declarations of interest in accordance with the Council's Code of Conduct (and section 106 of the Local Government Finance Act 1992).

### **3. Minutes of previous meeting – 8<sup>th</sup> February 2021**

To resolve that the minutes of the meeting of the Council held on 8<sup>th</sup> February

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MTNmYjFhNDAtODZkNy00MTk2LThkMzUtOTA0OGJmNTI5ODYx%40thead.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTNmYjFhNDAtODZkNy00MTk2LThkMzUtOTA0OGJmNTI5ODYx%40thead.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d)

2021 (circulated to Members'), be signed as a correct record.

### **4. Clerks report**

- (a) report on vacancies
- (b) Councillor training

**5. Police and County Matters**

- (a) Police matters
- (b) District matters
- (c) County matters

**6. Highways Matters (Clerk)**

- (a) Road closures

**7. To agree to adopt grass cutting of verges on behalf of LCC - Clerk**

**8. To discuss and agree the way forward and possible improvement to council structure.  
(Cllr S Hutchinson)**

**9. To discuss introducing the Christmas Fayre – Cllr S Richardson**

**10. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report

**11. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) To agree to give permission for Carters Park to be used on the weekend of the 4<sup>th</sup> & 5<sup>th</sup> of September 2021 for the Holbeach Food Festival.
- (c) To agree to allow the use of Carters Park for activities by the Early Years Alliance

**12. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)**

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) Grass cutting
- (c) Keys
- (c) Memorial inscriptions and burial reserved plots – for approval

**13. Fishpond Lane Nature Reserve (Cllr Laurence Marchant)**

- (a) Chairman of the Nature Reserve report
- (b) To agree to purchase of duck food machine

**14. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report

**15. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report

**16. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**17. Speeding (Cllr Peter Sparkes)**

- (a) To receive the Speeding & traffic report
- (b) To agree to support local speed watch groups as necessary to respond to local concerns.



**18. Financial statement and presentation of payments for approval (Cllr Rachel Flood)**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 1<sup>st</sup> March 2021.
- (b) Financial Statement.
- © To agree to transfer funds to CCLA account.
- (d) To agree to add the Deputy Clerk to the Barclays Banking mandate
- (e) To agree to use Moneysoft payroll in place of Sage

**19. PR/IT working party – Cllr S Johnson**

- (a) Chairman of PR/IT report
- (b) To remind Members' to remove documents from Google Drive

**20. To discuss Operation London Bridge Covid adaption**

**21. HR Committee report – Cllr. Sophie Hutchinson** resolve to take “In Closed Session”

**22. Any other business by leave of Chairman**

**23. Agenda items for next Meeting**

**24. Confirm date and venue of next Parish Council Meeting**

April 12<sup>th</sup> 2021 via Teams.



**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding**

**Lincs.**

**PE12 7LW**

**Tel: 01406 426739**

**e-mail: holbeachpc@btconnect.com**

**Clerk/RFO: Jan Hearsey, Deputy Clerk: Brandi Rogan**

Dear Councillor,

I summon you to a Meeting of the above Council to be held via Teams on Monday 12<sup>th</sup> April 2021, there will be no Open Forum, at 19:00.

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_OTk4OTUyMGMtOTJmMi00YjI4LWEzYWItNmM4MzBmZTJkOWQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTk4OTUyMGMtOTJmMi00YjI4LWEzYWItNmM4MzBmZTJkOWQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d)

Yours sincerely,

Jan Hearsey, Clerk

## **A G E N D A**

### **1. Apologies (Clerk)**

### **2. Declarations of Interest (Clerk)**

### **3. Clerks report**

- (a) Report current vacancies
- (b) To discuss future meetings & how Members can comply with the change in legislation due to the ceasing of virtual meeting.
- (c) To agree to starting numbering of minute items from May each year.
- (d) To agree to re-introduce the open public forum for ten minutes before each meeting.

### **4. Minutes of previous meetings –**

(a) To agree the notes as Minutes of the meeting of 8<sup>th</sup> March 2021

**5. Police and County Matters - Clerk**

- (a) Police matters
- (b) District matters
- (c) County matters

**6. Highways Matters (Clerk)**

- (a) Road closures

**7. To agree a Royal British Legion Parade Committee and decide terms of reference.**

**8. To agree to change the structure of the Parish Council to incorporate Committees.**

- (a) To agree how many committees and their titles
- (b) To agree the terms of reference and delegated powers for each committee.

**9. To agree to form a committee to organise a Christmas Fayre in December 2022**

**10. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report
- (b) To agree to give permission to allotment holder at Battlefields G41/2 to plant a walnut tree.

**11 Carters Park and Parish Playing Field (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report.
- (b) To agree to the planting of more trees in the picnic area in Carters Park.
- (c) To agree to consult the Public on what equipment they would like to see for teenagers in Carter Park.
- (d) To agree to re-open the dog run.

**12. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)**

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) To agree to offer logs from fallen trees to the public via our Facebook page.
- (c) Scribe cemeteries – Deputy Clerk
- (d) Memorial inscriptions and burial reserved plots – for approval – Deputy Clerk

**13. Fishpond Lane Nature Reserve (Cllr Laurence Marchant)**

- (a) Chairman of the Nature Reserve report

**14. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report
- (b) To agree to write to the Owner/Occupier of Eagle Lodge regarding their ownership of the fence.

**15. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report and to agree the list of planning applications for comment.

**16. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**17. Financial statement and presentation of payments for approval (Cllr Rachel Flood)**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 6<sup>th</sup> April 2021.
- (b) Financial Statement & Bank reconciliation.
- (c) To agree to adopt a red telephone box
- (d) To agree to give the Finance working Party/committee delegated powers to agree the Cheque Register payments for May 2021 due to no meeting venue being open and at the present time, no Government extension to online meetings being legally possible.
- (e) To agree to accept the highway verge cutting price from SHDC
- (f) To agree the Reserves Policy
- (g) To agree to purchase plates and fixings for speed signs.

**18. HR Committee – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed.**

- (a) Chair of HR report including confidentiality reminder
- (b) To agree to change Standing Orders to encourage and highly recommend Councillor training
- (c) To agree for a work experience placement student.
- (d) To agree to the Clerk and Deputy Clerk increasing one point on their pay scale as per their employment contracts.
- (e) To discuss appointing an apprentice grounds maintenance worker.
- (f) To discuss freedom of information request relating to staff time
- (g) Training iLCA & Chainsaw. Training cost update.
- (h) To agree new HR documentation (contracts & employee handbook)
- (i) To agree a formal response to staffing issue.

**19. Health & Safety – (Cllr L Marchant)**

- (a) To discuss and agree the H & S manuals produced by Peninsula

**20. PR/IT**

- (a) To discuss the Council's Facebook page.
- (b) To discuss and agree to a Parish Council Newsletter
- (c) To agree to produce a press statement regarding the public's concern over transparency of the Council. To resolve to take into “Closed Session” due to the confidential nature of the matter to be discussed.

**20. Speeding (Cllr Peter Sparkes)**

(a) To receive the speeding committee report

**21. Vice – chair John Spencer**

(a) To discuss Councillor understanding following recent training- resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed.

**22. Items for discussion only and agenda item requests. Please submit agenda items by 22<sup>nd</sup> April 2021**

**23. Confirm date and venue of next Parish Council Meeting which is the Annual Meeting of the Parish Council**

May 4<sup>th</sup> 2021 via Teams.