



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 Tuesday 4th May 2021 at 19:00. There will be no Open Forum preceding this meeting.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzAyZ-jhhNDYtZmJkMi00M2Y1LTlhZmQtMTE4MzQyZGZiNjFj%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

2021/2-1 Appointment of Chairman

2021/2-2 Appointment of Vice Chairman

2021/2-3 Clerks Report

- a. Report on current vacancies
- b. Co-option of new councillors

2021/2 -4 Apologies for absence and reasons given.

2021/2 -5 Appointment of the following committees:

- a. Open spaces (Parks, Cemeteries, Playing fields, Allotments and Nature Reserve)
- b. HR, Data Protection and Health and Safety Committee
- c. Planning, Properties and Speeding Committee
- d. PR & IT Committee

- e. Finance Committee
- f. Events Committee
- g. To agree to include emergency planning into one of the above committees and to appoint two flood wardens.
- h. To agree the Terms of References for the above committees and the election of Committee officers structure.

2021/2 -6. Appointments to other bodies:

- a. Holbeach United Charities (2)
- b. Holbeach Farmer Education Foundation (4)
- c. Voluntary Car Service (1)

2021/2 -7 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

2021/2- 8. Minutes of previous Meeting – To agree the notes of the meeting of 12th April 2021 as minutes.

2021/2 -9. Police, County and District Matters

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

2021/2 -10. Highways Matters

- (a) Road Closures

2021/2 -11. Open spaces Committee

- (a) Allotments
 - (i) Battlefield lane inspection and letters to tenants of unkept plots.
- (b) Cemeteries & Memorials
- (c) Parks
 - (i) To agree to offer space to food vans in Carters Park over the summer (Cllr I Hutchinson)
 - (ii) To discuss and agree the arrangement regarding the toilets in Carters Park
- (d) Playing fields
 - (i) To agree to erect a “no golf” sign at Holbeach Bank Playing field as requested by the Crown Estates.
- (e) Nature Reserve

2021/2 -12. Planning, Properties & Speeding Committee

- (a) Planning
- (b) Properties
- (c) Speeding

2021/2 -13. PR & IT Committee

- (a) PR
 - (i) To agree to publish recordings of all Full council meetings on the Parish Council Facebook page – this would include physical meetings as well, it would allow more people to engage with the council, and could be a good way of ‘inviting’ the public for the June meeting in order to manage numbers. PR/IT would have to look into a device to record audio at least.

- (b) IT

2021/2 -14. Events Committee

- (a) Royal British Legion Remembrance Parade
- (b) 2022 Christmas Fayre

2021/2 -15. Finance Committee

- (a) Chairman of Finance Report
- (b) To review the Annual Governance Statement (Section 1 of the Annual Return)
- (c) To review the Annual Governance Statement (Section 2 of the Annual Return)

2021/2 -16. HR, Health and Safety Committee and Data Protection – Resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

- (a) Data Protection
- (b) Health & Safety
- (c) HR Report & recommendations to full Council – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed
- (d) To agree the employee handbook - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed
- (e) To agree to engage the cleaner for an additional hour - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

2021/2 -17. To discuss Councillor understanding following recent training- resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. (Cllr J Spencer)

2021/2 – 18. Items for discussion and agenda item requests.

2021/2 -19. Confirm date and venue of next Parish Council Meeting

- (a) To agree a venue, date and form of the next Parish Council Meeting

04/06/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Reading Rooms, Church Street, Holbeach on Monday 14th June 2021 at 19:10 preceded by an Open Forum starting at 19:00. The open forum will be open to previously submitted questions only. Please submit question to the above email address or to Coubro Chambers by midday on Monday 14th June 2021.

Please note: There is a Covid risk-assessment in place, one provided by the venue and one by Holbeach Parish Council. There will be a QR code check-in for all attendees. Due to the venue, numbers will be restricted. Members of the public must register an interest for attendance 24 hours before the start of the meeting. Attendees will need to enter by the rear door and exit the building by the front door. Hand sanitizer will be available and surfaces will be cleaned before and after the meeting. Face coverings must be worn. Those experiencing any of the symptoms of Covid-19 should not attend this meeting.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -21 Apologies for absence and reasons given.

2021/2-22 Clerks Report

- a. Report on current vacancies
- b. Co-option of new councillor for Town Ward
- c. Correspondence received and matters arising

2021/2 -23 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

2021/2- 24. Minutes of previous Meeting – To agree the notes of the meeting of 4th May 2021 as minutes.

2021/2 -25. Police, County and District Matters

- (a) Police

- (b) County
- (c) District

2021/2 -26. Highways Matters

- (a) Road Closures

2021/2-27 To agree to suspend Standing Orders to change the Terms of Reference for all committees except finance to enable more flexibility as follows:

Membership

1. Membership of the committee will be limited to between three and seven Councillors who will be appointed at the Annual Council meeting. Members maybe co-opted onto the committee at a committee meeting but will be non voting members until formally appointed to the committee by Full Council.

2021/2-28 To agree to suspend Standing Orders to change the Terms of Reference for the Finance committee to enable more flexibility as follows:

Membership

1. Membership shall consist of a representative from each committee. Only those Members formally appointed by Full Council shall have voting rights. The Chairman will be elected from the Members of the committee by Full Council.

2021/2 -29 Open Spaces committee: To agree to co-opt Cllrs: S Rickerby & D Howarth as full committee members and to co-opt other interested parties.

Report from Chairman Cllr K Wilson

- a. To agree to leave the gates of the dog run at Park Road entrance unlocked on a trial basis.
- b. To agree to mark out a running track with distance marking at Netherfields.
- c. To agree to publicise each month “how many complaints received/how many compliments/you said/we did” and to provide a picture each week for the PR/IT committee
- d. To agree to open the double gates at Netherfield
- e. To agree to instruct the parks team to carry out cleaning and maintenance on the new tennis court surface as opposed to a contractor.
- f. To agree to the installation of a bench at the Bowls Club.
- g. To agree the procedure regarding overhanging trees
- h. To agree to keep the Carters Park toilets closed
- i. To agree to install disabled swing in Carters Park
- j. To agree to adopt the allotment policy
- k. To agree to amend the current planning permission on the cemetery chapels
- l. To agree the memorials and burials – Deputy Clerk

2021/2 -30 Planning, Properties, Emergency Planning & Speeding Committee: To agree to co-opt Cllr D Howarth as full committee member and to co-opt other interested parties

Report from Chairman E McNally

- a. To agree to apply for planning permission for plastic sash windows at Coubro Chambers
- b. To agree to paint a mural at Stukeley bus stop
- c. To agree to form a sub-committee for Emergency Planning and to include members of the public (police, fire service, coast guard etc) to be co-opted on.
- d. To agree to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- e. To agree to assist The Plough Public House action group in their application for an asset of community value.
- f. To agree to receive free hanging baskets from SHDC for Coubro Chambers
- g. To agree planning application responses
- h. To agree to support LCC with speed limit at Holbeach Hurn.

2021/2 -31. PR/IT Committee - To agree to co-opt other interested parties to the committee.

Report from Chairman Cllr S Richardson

- a. To agree to investigate the best option for website hosting
- b. To discuss the purchase of an electronic notice board
- c. To agree for the litter picker to have a HPC email address.
- d. To agree that all Councillors should only use a holbeachpc.com email address for Holbeach Parish Council business.
- e. To agree a time frame for which Councillors must check their emails.

2021/2 -32 Events Committee - To agree to co-opt other interested parties to the committee.

Report from Chairman Cllr I Hutchinson

- a. To agree the events for 2021
- b. To agree to apply for the road closure order for the Royal British Legion Remembrance Day Parade.
- c. To agree to apply for a Temporary events notice.

2021/2 -33 Finance Committee – To appoint and agree a Chairman of Finance

Report from temporary Chairman Cllr R Stevens

- a. To agree the cheque register for June payments
- b. To agree the Barclaycard payment
- c. To agree the bank reconciliation
- d. To receive consider and agree the Internal Auditors Report
- e. To consider, approve and agree the Annual Governance Statement (Section 1 of the Annual Return)

- f. To consider, approve and agree the Statement of Accounts (Section 2 of the Annual Return)
- m. To agree to authorise the Chairman to sign the Annual Return for return to the External Auditor.
- n. To agree Section 137 spend on cleaning war memorial

2021/2 -34 HR, Health and Safety and Data Committee– To agree to co-opt other interested parties to the committee.

Report by Chairman Cllr S Hutchinson

(a) Data Protection

(b) Health & Safety

(c) HR Report

(i) To agree the new time sheet format

(ii) To agree to the lone working policy with an amendment as to who people report to if their manager is on Holiday.

(iii) To agree the employee – councillor protocol.

(iv) To agree volunteer policy.

(v) To agree induction checklist to as amended for employees, councillors, and volunteers.

(vi) To discuss staffing matter raised by WCPM - Resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

2021/2 – 35. Items for discussion and agenda item requests.

2021/2 -36. Confirm date and venue of next Parish Council Meeting

- (a) To agree a venue, date and form of the next Parish Council Meeting



01/07/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Reading Rooms, Church Street, Holbeach on Monday 12th July 2021 at 19:10 preceded by an Open Forum starting at 19:00. The open forum will be open to previously submitted questions only. Please submit question to the above email address or to Coubro Chambers by midday on Monday 12th July 2021.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Please note: There is a Covid risk-assessment in place, one provided by the venue and one by Holbeach Parish Council. There will be a QR code check-in for all attendees. Due to the venue, numbers will be restricted. Members of the public must register an interest for attendance 24 hours before the start of the meeting. Attendees will need to enter by the front door and exit the building by the rear door. Hand sanitizer will be available and surfaces will be cleaned before and after the meeting. Face coverings must be worn. Those experiencing any of the symptoms of Covid-19 should not attend this meeting.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -37 Apologies for absence and reasons given.

2021/2-38 Clerks Report

- a. Report on current vacancies
- b. Co-option of new councillor for Town Ward
- c. Correspondence received

2021/2 -39 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

2021/2- 40. Minutes of previous Meeting – To agree the notes of the meeting of 14th June 2021 as minutes.

2021/2 -41. Police, County and District Matters

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

2021/2 -42. Highways Matters

- (a) Road Closures

2021/2 -43 Open Spaces committee:.

Report from Chairman Cllr R Flood

- a. To agree to leave the gates of the dog run at Park Road entrance unlocked on a flexible three month trial basis.
- b. To agree to give the groups that have permission to use the Park a key to open and close the vehicular access gates at Netherfield, when they are using the facility.
- c. To agree to open the walkway between the picnic area and grass area near the fitness equipment but on a weather dependent basis
- d. To agree the memorials and burials – Deputy Clerk
- e. To agree to a Facebook post explaining a proposed future project of a pump track in Carters Park
- f. To agree to approach Rradar regarding the Deeds of Carters Park.
- g. To agree to investigate the possibility of changing the by-laws in the Parks
- h. Asbestos report at Battlefield Lane – Four samples had been taken and three were found to be grade C asbestos. To agree to contact companies to ascertain what type of works are required and at what cost.

2021/2 -44 Planning, Properties, Emergency Planning & Speeding Committee:

Report from Chairman E McNally

- a. To agree to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- b. To agree the planning application responses as recommended by the Committee
- c. To agree to the works required on the flat roof at Coubro Chambers and to agree to go out to tender
- d. To agree to appoint two members to the emergency planning sub committee
- e. To agree to re-open Coubro Chambers to the Public on a Monday, Wednesday & Friday 10:00 to 16:00 from 19th July 2021

2021/2 -45. PR/IT Committee

Report from Chairman Cllr S Richardson

- a To agree to adopt the Vexatious Policy

- b To agree to adopt the Community engagement and communication Policy
- c To agree as recommend by the committee to publishing Councillor photos and Facebook statements
- d To agree the reviewed the social media policy as recommended by the committee
- e To agree to run a surgery one day a month where parishioners can drop in to meet councillors and ask questions, as recommended by the committee
- f To agree to offer an email address to every member of staff

2021/2 -46 Events Committee

Report from Chairman Cllr I Hutchinson

2021/2 -47 Finance Committee –

Report from t Chairman Cllr R Stevens

- a. To agree the July payments list
- b. To agree the Barclaycard payment
- c. To agree the bank reconciliation
- d. To agree the Councillor Expenses Policy
- e. To agree to appoint Bulley Davey as the Internal Auditor for 2021/2
- f. To agree to add Cllrs: S Johnson, R Stevens & P Sparkes to the Barclays Banking Mandate
- g. To agree to adopt the updated Financial Risk Assessment
- h. To agree to adopt the updated Financial Regulations
- i. To agree to adopt the Procurement Policy
- j. To agree to give the Finance Committee delegated powers to pay the Barclaycard invoice up to a value of £1000, when the date due is before the Full Council meeting

2021/2- 48 To discuss the number of Councillors required for Holbeach Parish Council

2021/22-49 To discuss and agree to investigate setting up a Youth Council for under 18's to work alongside this Council

2021/2 -50 HR, Health and Safety and Data Committee

Report by Chairman Cllr S Hutchinson

2021/2 – 51. Items for discussion and agenda item requests.

2021/2 -52. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 9th August 2021

30/07/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 9th August 2021 at 19:10 preceded by an Open Forum starting at 19:00.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -53 Apologies for absence and reasons given.

2021/2-54 Clerks Report

- a. Co-option of new councillor for Hurn Ward and four councillors for Town Ward
- b. Correspondence received

2021/2 -55 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

2021/2- 56. Minutes of previous Meeting – To agree the notes of the meeting of 12th July 2021 as minutes.

2021/2 -57. Police, County and District Matters

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

2021/2 -58 Highways Matters

- (a) Road Closures

2021/2 -59 Open Spaces committee:. To agree to co-opt Cllrs: S Johnson & C Kenyon
Report from Chairman Cllr R Flood -including master plan for Carters Park

- a. To agree to apply for a Waste Carriers Licence.
- b. To agree that the Clerk (or Deputy Clerk) will sign all Burial Notices, EROB's and Memorials as opposed to bringing to Full Council
- c. To agree to open the pedestrian gate (within the large gates) at Netherfield
- d. To agree the memorials and burials – Deputy Clerk
- e. To agree to allow South Holland District Council to use Carters Park on Saturday 28th August 2021 for an Open Air Drawing Room events subject to receiving the necessary Riak Assessment and confirmation of insurance
- f. To discuss and agree to re-open the Carters Park toilets.
- g. To agree to investigate the cost of the conversion of the toilet block in Carters Park
- h. To agree to offer the basketball hoop currently at Netherfield to Holbeach Hurn
- i. To agree to mark out the football pitch as a nine aside
- j. To agree to plant a wildflower area and trees at Netherfield to create buffer zones
- k. To agree Cemetery Rules & Regulations, Memorial Policy & Regulations and the Scattering of Ashes Policy
- l. To discuss and agree to recommend to increase and alter the Cemetery fees
- m. To agree to investigate the cost of remedial works to the track at Dog Drove allotments
- n. To agree to which inclusive play equipment should be provided in Carters Park
- o. To agree the quote for removing asbestos at Battlefields allotments

2021/2 -60 Planning, Properties, Emergency Planning & Speeding Committee: Co-option of any interested Members'

- a. To agree to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- b. To agree the planning application responses
- c. To agree to obtain three quotes for the registering with the Land Registry all those properties and land not currently registered.
- d. To discuss and agree to respond to SHDC re Welcome Back Funding
- e. To agree the quote for roof repairs at Coubro
- f. **To resolve 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** - To discuss and agree to recommend to Full Council the terms of the Lease for 2 High Street, 4 High Street, Office 3 Coubro Chambers, Office 4 Coubro Chambers & Office 5 Coubro Chambers

2021/2 -61. PR/IT Committee - Co-option of any interested Members'

Report from Chairman Cllr S Richardson

- a. To discuss the surgery at the market.

2021/2 -62 Events Committee

Report from Chairman Cllr I Hutchinson

- a. To agree the date for the Jubilee celebration
- b. To agree Members' to support public engagement at event in September
- c. To agree to public meeting to organise Jubilee event

2021/2 -63 Finance Committee –

Report from the Chairman Cllr R Stevens

- a. To agree the August payments list
- b. To agree the Barclaycard payment
- c. To agree the bank reconciliation
- d. To agree to stock checks across all departments
- e. To agree to the Procurement procedure for spending under £250
- f. To agree to amend Standing Orders to reflect the Procurement Policy
- g. To agree to open a Amazon business Account

2021/2 -64 HR, Health and Safety and Data Committee

Report by Chairman Cllr S Hutchinson - **To resolve 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**

- a. To agree to the Clerk registering to start the Certificate in Local Council Administration (CiLCA)

2021/2-65 – Following news that Holbeach In Bloom are withdrawing from floral displays from this October – to agree to a date for a public meeting to discuss the way forward.

2021/2 – 66. Items for discussion and agenda item requests.

2021/2 -67. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 13th September 2021 and the venue

10/08/2021

Dear Councillor,

I summon you an extraordinary meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 16th August 2021 at 19:00 There will be no open forum.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -68 Apologies for absence and reasons given.

2021/2 -69 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

2021/2 -64 HR, Health and Safety and Data Committee

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

- a. To agree to form a recruitment subcommittee of three Councillors who will have delegated powers, to: decide on job descriptions, advertise for staff, shortlist and interview staff and to employ staff.
- b. To agree the job description and contract for the new position
- c. To agree which three Councillors will form the recruitment subcommittee.

03/09//2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 13th September 2021 at 19:10 preceded by an Open Forum starting at 19:00.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -68 Apologies for absence and reasons given.

2021/2-69 Clerks Report

- a. Update on vacancy for Drove Ward following the resignation of Sandra Rickerby.
- b. Update on the vacancy for Hurn Ward and the two vacancies for Town Ward
- c. Correspondence received

2021/2 -70 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

2021/2- 71 Minutes of previous Meeting – To agree the notes of the meetings of 9th August 2021 and 16th August 2021 as minutes.

2021/2 -72. Police, County and District Matters

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

2021/2 -73 Highways Matters

- (a) Road Closures

2021/2 -74 Open Spaces committee:

Report from Chairman Cllr R Flood

- a. To agree to allow the Duck Rescue Organisation (Waddles) to have a key to Fishpond Lane Nature Reserve to allow for the rescue of injured ducks, subject to it being at their own risk, a risk assessment being in place and always with a minimum of two people.
- b. To agree to allow line management access to the park siren as and when required.
- c. To reconfirm the delegated powers used by the Open Spaces Committee regarding the temporary grass cutting

2021/2 -75 To agree to suspend Standing Orders to change the Terms of Reference for the Planning, Properties, Emergency Planning & Speeding Committee as follows: To give the Committee delegated powers to support or object to planning applications

2021/2 -76 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Chairman Cllr E McNally

- a. To agree the planning application responses
- b. To discuss the parking restrictions down Park Road

2021/2 -77. PR/IT Committee - Co-option of any interested Members'

Report from Chairman Cllr S Richardson

- a. To discuss the Youth Council

2021/2 -78 Events Committee

Report from Chairman Cllr I Hutchinson

- a. To agree the date for the Jubilee public meeting on Monday 11th October 2021 at 17:00 at the Methodist Hall
- b. To discuss and agree the marshalling for the Remembrance Day Parade on 14th November 2021

2021/2 -79 Finance Committee –

Report from the Chairman Cllr R Stevens

- a. To agree the September payments list
- b. To agree the Barclaycard payment
- c. To agree the bank reconciliation
- d. To agree to purchase a post hole borer
- e. To agree to purchase a new office chair for the deputy clerk
- f. Budgets update

2021/2- 80 To agree the reviewed the Co-option Policy & application form:



2021/2-81 To agree to change the venue of Parish Council Meetings to include the villages

2021/2-82 To agree to the date of the public meeting regarding floral displays (the Council are responsible for the Churchyard, War Memorial & Beacon)

2021/2 -83 HR, Health and Safety and Data Protection Committee – Co-option of any interested Members

Report by Chairman Cllr S Hutchinson - To resolve 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

- a. To agree to purchase “man down” devices for lone working
- b. To agree the works to the Pavilion in Carters Park
- c. To discuss and agree how to assist the Millennium Lighting committee with regard to insurance

2021/2 – 84. Items for discussion and agenda item requests.

2021/2 -85. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 11th October 2021 at 19:00 at the Methodist Hall, Albert Street

01/10/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 11th October 2021 at 19:00 with an Open Forum of a maximum of ten minutes.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -86 Apologies for absence and reasons given.

2021/2-87 Clerks Report

- a. Update on vacancy for Town Ward following the resignation of Sam Richardson.
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward
- c. Update on other venues for the monthly meetings (Deputy Clerk)
- d. Correspondence received

2021/2 -88 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

2021/2- 89 Minutes of previous Meeting – To agree the notes of the meetings of 13th September 2021 as minutes.

2021/2 -90. Police, County and District Matters

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

2021/2 -91 Highways Matters

- (a) Road Closures

2021/2 -92 Open Spaces committee:

Report from Chairman Cllr R Flood

- a. To agree to instruct the parks team not to use the land adjacent to Battlefields allotments
- b. To agree to allow a local historian continued access to our burial and cemetery records
- c. To discuss the parking restrictions down Park Road

2021/2 -93 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Chairman Cllr E McNally

- a. To agree the planning application responses
- b. To agree to move the management of all buildings (bricks and mortar) into the Planning, Properties, Emergency Planning & Speeding Committee
- c. To discuss and agree grants for defibrillators
- d. To agree to instruct the contractor with the lowest quote and shortest time-scale, to go ahead with repairs to the Cemetery Chapels roof subject to the Government tender process

2021/2 -94. PR/IT Committee

- a. To elect a Chairman of PR/IT
- b. To co-opt any interested members to the committee
- c. Youth Council

2021/2 -95 Events Committee

Report from Chairman Cllr I Hutchinson

- a. Update from the public Jubilee meeting
- b. To co-opt any interested members to this committee

2021/2 -96 Finance Committee –

Report from the Chairman Cllr R Stevens

- a. To agree the October payments list
- b. To agree the bank reconciliation
- c. Budgets update
- d. To agree to give permission to the RFO to audit the accounts of a local charity, in her own time for no fee.

2021/2- 97 To agree to grant a parishioner of Holbeach St Johns permission to erect appropriate flags at appropriate times at the War Memorial in Holbeach St Johns subject to the necessary insurance and risk assessments being in place.

2021/2-98 To agree to cover the cost of the Millennium Lighting Committee insurance

2021/2 -99 HR, Health and Safety and Data Protection Committee

Report by Chairman Cllr S Hutchinson - To resolve 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

- a) Update on pavilion works
- b) To agree the quotation for works to the pavilion

2021/2 – 100. Agenda item requests.

2021/2 – 101 To agree the meeting dates for 2022 as follows:

17/01/22 – 14/02/22 – 14/03/22 – 11/04/22 – 09/05/22 – 13/06/22 – 11/07/22 – 08/08/22 – 12/09/22 – 10/10/22 – 14/11/22 – 12/12/22

2021/2 -102. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 08th November 2021 at 19:00 at the Methodist Hall, Albert Street – Public open meeting to discuss floral displays at 17:00

29/10/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 8th November 2021 at 19:00 with an Open Forum of a maximum of ten minutes.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -103 Apologies for absence and reasons given.

2021/2-104 Clerks Report

- a. Update on vacancy for Town Ward available for co-option at the meeting of 13/12/2021.
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward – available for co-option
- c. Update on other venues for the monthly meetings (Deputy Clerk)
- d. Correspondence received

2021/2 -105 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

2021/2- 106 Minutes of previous Meeting – To agree the notes of the meetings of 11th October 2021 as minutes.

2021/2 -107. Police, County and District Matters

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

2021/2 -108 Highways Matters

- (a) Road Closures



2021/2 -109 Open Spaces committee:

Report from Chairman Cllr R Flood

- a. To review the locking up contract – **To resolve 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.**
- b. To agree to re-let the five allotments at Battlefields

2021/2 -110 Planning, Properties, Emergency Planning & Speeding Committee:

Report by Vice- Chairman Cllr P Sparkes

- a. To agree the planning application responses
- b. To agree to give the contractor keys to the Cemetery Chapels for the duration of the works.
- c. To discuss request from Parishioner at Holbeach Drove for a defibrillator
- d. To agree the three properties for inclusion in the Heritage Assets
- e. To agree to request improved signage at Saturday Bridge
- f. To discuss the parking in the High Street
- g. Update on the parking in Park Road

2021/2 -111. PR/IT Committee

Report by Chairman Cllr P Howden

2021/2 -112 Events Committee

Report from Chairman Cllr I Hutchinson

2021/2 -113 Finance Committee –

Report from the Chairman Cllr R Stevens

- a. To agree the November payments list
- b. To agree the bank reconciliation
- c. To agree the Barclaycard bill
- d. To agree the draft budgets for 2022/3
- e. To agree to the £500 for the additional SID
- f. To agree the RBL wreath and Grant

2021/2- 114 To agree that the volunteers who maintain the war memorials at Holbeach St Johns and All Saints Church are volunteers of Holbeach Parish Council.

2021/2-115 To agree that all marshals at the Remembrance Day Parade are volunteers of Holbeach Parish Council for the period of the event.

2021/2 -116 HR, Health and Safety and Data Protection Committee

Report by Chairman Cllr S Hutchinson - To resolve 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

- a) Update on pavilion works
- b) Update on asbestos in the pavilion
- c) To discuss ways of safety for the office staff
- d) To discuss and agree the salary review - **To resolve 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**

2021/2 – 117. Agenda item requests.

2021/2 -118. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 13th December 2021 at 19:00 at the Methodist Hall, Albert Street –

02/12/2021

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 13th December 2021 at 19:00 with an Open Forum of a maximum of ten minutes.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -119 Apologies for absence and reasons given.

2021/2-120 Clerk

- a. Update on vacancies for Town Ward following the resignations of Eddie McNally, Dan Taylor & John Spencer
- b. Update on the vacancy for Hurn Ward, Drove Ward and the two vacancies for Town Ward – available for co-option
- c. Correspondence received

2021/2 -121 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

2021/2- 122 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 8th November 2021 as minutes.

2021/2 -123. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council

2021/2 -124 Open Spaces committee: To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree the recommendation of the committee the wording of the Locking up contract and to send out
- c. To resolve to agree to purchase the hand rail for the pavilion ramp
- d. To resolve to agree to "save the date" for the use of Carters Park by Cllr Tracey Carter over the weekend of 2nd & 3rd July 2022 subject to confirmation of the nature of the event, and receipt of the Event Notification Form in due course
- e. To resolve to instruct Roy Thorne solicitors as recommended by the committee for the legal work at Battlefields allotments.
- f. To resolve to agree the out of hours and weekend emergency procedures
- g. To discuss and resolve to agree the way forward with the neighbours fence at Holbeach Bank
- h. To resolve to agree to give the litter picker a key to the pavilion

2021/2 -125 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee

- a. To receive the report by Vice Chairman Cllr P Sparkes
- b. To resolve that the committee elects a member of the committee as Chairman of the committee
- c. To resolve to agree the planning responses
- d. To resolve to agree the recommendation of the committee the cost of the fire alarm works at Coubro Chambers
- e. To resolve to agree the cost of the works to create a hatch in the wall at Coubro Chambers
- f. To resolve to agree to write to SHDC regarding the closing time of Boston Road Car Park

2021/2 -126. PR/IT Committee - To co-opt any interested Members' to the Committee

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree the recommendation of the committee for a photography competition via Facebook for a Holbeach calendar
- c. To resolve to agree to serve notice on Ark ICT.
- d. To resolve to agree to have a stall at the Thursday market

2021/2 -127 Events Committee - To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr I Hutchinson
- b. To resolve to agree to the recommendation of the committee for the road closure for the Jubilee on Saturday 4th June 2022
- c. To resolve to agree the events calendar for 2022

2021/2 -128 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens

- b. To resolve to agree the December payments list
- c. To resolve to agree the bank reconciliation
- d. To resolve to agree the Barclaycard bill
- e. To resolve to agree the recommendation of the committee, the draft budgets for 2022/3
- f. To resolve to agree the recommendation of the committee, the tender for cleaning service
- g. To resolve to agree the recommendation of the committee, the amount of the sale proceeds from the equipment be re-invested in new equipment.
- h. To resolve to agree the recommendation of the committee, to pay staff salaries one week early in December
- i. To resolve to agree the recommendation of the committee, the VAT review
- j. To resolve to agree the recommendation of the committee, the purchase of the new accounts and administration software.
- k. To resolve to agree the recommendations of the committee, the asset, inventory & disposal of assets policies.
- l. To resolve to agree the vehicle insurance renewal premiums
- m. To resolve to agree that Councillors should pay for costs involved when not attending pre-booked training

2021/2- 129 To discuss and resolve the way forward regarding the request from All Saints Church for the Parish Council to pay for repairs to the clock.

2021/2-130 To resolve to accept or decline the LCC verges contribution

2021/2- 131 To resolve to agree for the Clerk to use Holbeach Parish Council documents for her CiLCA course

2021/2 -132 HR, Health and Safety and Data Protection Committee

- a. Report by Chairman Cllr S Hutchinson - To resolve 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
- b. To resolve to agree the recommendation of the committee the delegated powers of the Clerk
- c. To resolve to agree the pay scale of the Clerk - To resolve 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

2021/2 – 133. Agenda item requests.

2021/2 -134. Confirm date and venue of next Parish Council Meeting

- (a) To agree to the next Parish Council Meeting date of 17th January 2022 at 19:00 at the Methodist Hall, Albert Street –

07/01/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 17th January 2022 at 19:00 with an Open Forum of a maximum of ten minutes.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -135 Apologies for absence and reasons given.

2021/2-136 Clerk

- a. Update on vacancies for Town Ward following the resignation of Carole Kenyon
- b. Update on the vacancy for Hurn Ward, Drove Ward and the four vacancies for Town Ward – available for co-option
- c. Correspondence received

2021/2 -137 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

2021/2- 138 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 13th December 2021 as minutes.

2021/2 -139. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council

2021/2 -140 Open Spaces committee: To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree the recommendation of the committee the position regarding the Beacon area in that the Clerk should write to SHDC and ask if they can contribute to the costs of upkeep
- c. To resolve to agree the Community gardening project and to send out letters to local growers.
- d. To receive an update regarding the legal work for Battlefields allotments and letter received

2021/2 -141 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee

- a. To receive the report by Chairman Cllr S Favell
- b. To resolve to approve the planning applications

2021/2 -142. PR/IT Committee - To co-opt any interested Members' to the Committee

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree the recommendation of the committee for the fees for Freedom of Information requests

2021/2 -143 Events Committee - To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr I Hutchinson
- b. To resolve to agree to the recommendation of the committee for the road closure for the Jubilee on Thursday 2nd June 2022

2021/2 -144 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens
- b. To resolve to agree the Financial statements and payment list
- c. To resolve to agree the recommendation of the committee for the additional signatories for the CCLA account and to add the Clerk as a Trustee
- d. To resolve to agree the recommendation of the committee the insurance premium renewal

2021/2- 145 To resolve to agree the Budget for 2022-23 and for the Chairman to sign the Precept application.

2021/2- 146 To discuss and resolve to agree projects for the Welcome Back Funding

To resolve 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 for agenda items: 2021/2-148 (a): 2021/2-149: 2021/2-150: 2021/2-151

2021/2 -147 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson
- b. To resolve to agree the recommendations of the committee regarding staff salaries

2021/2-148 To resolve to agree the cost of the Safeguarding training and DBS checking

2021/2- 149 To resolve to agree the Locking-up tender

2021/2-150 To resolve to agree the Cleaning tender

2021/2 – 151. Agenda item requests.

2021/2 -152. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date is 14th February 2022 at 19:00 at the Methodist Hall, Albert Street –



04/02/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 14th February 2022 at 19:00 with an Open Forum of a maximum of ten minutes.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -153 Apologies for absence and reasons given.

2021/2-154 Clerk

- a. Update on the vacancy for Hurn Ward, Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Correspondence received

2021/2 -155 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

2021/2- 156 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 17th January 2022 as minutes.

2021/2 -157. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council



2021/2 -158 Open Spaces committee: To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr R Flood
- b. To receive update on Battlefields legal and to resolve to send report to the Farmer Education Trust
- c. To discuss and resolve to agree the procedure where a headstone/cross is requested for an infants multiple grave
- d. To resolve to adopt all members of the community gardening volunteers as volunteers of the Parish Council
- e. To discuss and resolve to agree to charge users of Carters Park for electric
- f. To discuss and resolve to agree the usage of Carters Park for the Medieval Event on 2nd & 3rd July following the save the date agreement
- g. To discuss and resolve to agree the usage of Carters Park on the 3rd and 4th of September for the food festival subject to the necessary risk assessments, insurance etc as per previous years
- h. To resolve to agree the price for rubbish removal at Battlefields
- i. To resolve to agree to make our own picnic tables and seats
- j. To discuss and resolve to agree the way forward with regard to the rubbish and bonfire offenders
- k. To resolve to agree to the application for a green house, shed and fruit trees at Battlefields
- l. To resolve to agree to apply to the Crown Estate for permission for the shipping container placed by Holbeach Bank FC if not previously granted, any costs involved to be borne by HBFC
- m. To resolve to agree to purchase "dogs must be kept on leads" signs for Holbeach Bank
- n. To resolve to agree to hand back the maintenance of the Beacon area to SHDC

2021/2 -159 Planning, Properties, Emergency Planning & Speeding Committee:

- a To receive the report by Chairman Cllr S Favell
- b To resolve to approve the planning applications

2021/2 -160. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden

2021/2 -161 Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson

2021/2 -162 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens



- b. To resolve to agree the Financial statements and payment list
- c. To resolve to agree the purchase of additional fire extinguishers in park/cemetery buildings
- d. To resolve to agree to purchase a trailer for the Open Spaces team
- e. To discuss and resolve to agree to remain with Bingham Woods for our investments
- f. To discuss and resolve the insurance review

2021/2- 163 To resolve to agree to elect a Safeguarding officer

2021/2- 164 To discuss and resolve to agree to start the process to reduce Councillor numbers and to discuss changing to a Town Council

2021/2-165 To resolve to agree to adopt the new code of conduct as from April 2022

To resolve 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 for agenda items: 2021/2-166: 2021/2-167: 2021/2-168:

2021/2-166 To resolve to recommend to Full Council the price for the inclusive swing –

2021/2-167 – To resolve to agree the three options for the Bowls Club Lease

2021/2 -168 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson
- b. To resolve to agree the recommendations of the committee regarding staff salaries
- c. To resolve to agree the Clerk's new contractual hours and TOIL entitlement

2021/2 – 169. Agenda item requests.

2021/2 -170. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date is 14th March 2022 at 19:00 at the Methodist Hall, Albert Street –

24/02/2022

Dear Councillor,

I summon you an extraordinary meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Tuesday 1st March 2022 at 19:00 There will be no open forum.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -171 Apologies for absence and reasons given.

2021/2 -172 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

2021/2 -173 HR, Health and Safety and Data Committee

To resolve 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

- a. **To resolve to agree the way forward in relation to an outstanding HR matter**



04/03/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 14th March 2022 at 19:00 there will be no open forum for this meeting as it is preceded by the Annual Parish Meeting

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -171 Apologies for absence and reasons given.

2021/2-172 Clerk

- a. Update on the vacancy for Hurn Ward, Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Update on vacancy following the resignation of former councillors P Sparkes and S Favell
- c. Correspondence received/update on meeting venues and replies to parishioner questions from the last meeting

2021/2 -173 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

2021/2- 174 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 14th February 2022 as minutes.

2021/2 -175. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council



2021/2 -176 Open Spaces committee: To co-opt any interested Members' to the Committee

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree to the Clerk having delegated powers to sign for an ashes exhumation
- c. To resolve to agree the cost of an ashes exhumation
- d. To resolve to agree to hand back the maintenance of the Beacon area to SHDC
- e. To resolve to agree to a film company using Carters Park as a location on Sunday 24th April
- f. To resolve to agree the procedure as recommended by the ICCM for the placing of memorials on graves with more than one family occupants
- g. To resolve to revoke the allotment policy from 11th April 2022
- h. To resolve to agree to remove the post on the path in Park Road Cemetery

2021/2 -177 Planning, Properties, Emergency Planning & Speeding Committee: To co-opt any interested Members' to the Committee

- a To receive the report from a member of the committee
- b To resolve to approve the planning applications
- c To resolve to agree to adopt the emergency plan volunteers as volunteers of the Council
- d To receive an update on the emergency plan from Cllr M Murfet

2021/2 -178. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree to request permission to site a Notice Board on the shop/filling station in Holbeach Drove
- c. To receive an update on Councillor biographies
- d. To resolve to agree to hold a forum on Sunday 27th March at the village hall in Holbeach St Johns and to who will attend
- e. To resolve to agree to revoke the following policies with effect from 11th April 2022: Internet Usage Policy, Tablet usage Policy and Printed Notices Policy

2021/2 -179Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson



- b. To resolve to agree to adopt the partners of Cllrs I Hutchinson, R Stevens and the Clerk as basic maintenance and marshalling volunteers of Holbeach Parish Council
- c. To resolve to agree the spending for the Jubilee and the car show
- d. To resolve to agree the traffic management for 4th June

2021/2 -180 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens
- b. To resolve to agree the Financial statements and payment list
- c. To resolve to agree to give delegated powers to the Chairman of the Council and the Clerk to be able to jointly remove as signatories with Barclays Bank and CCLA, members who have resigned from the Council without prior consent of the Council
- d. To resolve to agree the recommendation of the committee to cover the cost of the maintenance of the defibrillator at Holbeach Drove
- e. To resolve to agree the recommendation of the committee the additional spend for the trailer
- f. To resolve to agree the recommendation of the committee and internal auditor to move the COIF and Treasury stock accounts into assets

2021/2- 181 To resolve to agree to elect a Safeguarding officer following the resignation of Former Cllr S Favell

2021/2- 182 To resolve to agree the way forward with the application from Rock School Bus - NHS Prevention Suicide Funding

To resolve 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 for agenda item: 2021/2-183:

2021/2 -183 HR, Health and Safety and Data Protection Committee

- a. To receive the report by Chairman Cllr S Hutchinson
- b. To resolve to agree the salaries for 2022/3 as recommended by the Finance Committee

2021/2 – 184. Agenda item requests.

2021/2 -185. Confirm date and venue of next Parish Council Meeting

- (a) The next Parish Council Meeting date is 11th April 2022 at 19:00 at the Methodist Hall, Albert Street –

Following the closed session part of the meeting Cllr S Hutchinson will give a presentation to Members only, regarding the Carters Park Charity



01/04/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 11th April 2022 at 19:00 there will be an open forum of 10 minutes before the start of the meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -186 Apologies for absence and reasons given.

2021/2-187 Clerk

- a. Update on the vacancy for Hurn Ward (2), Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Update on the election for the seat vacated by S Favell
- c. To co-opt a parishioner to the council
- d. Correspondence received

2021/2 -188 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

2021/2- 189 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 1st March 2022 & 14th March 2022 as minutes.

2021/2 -190. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council



2021/2 -191 Open Spaces committee:

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree the spend for the slide
- c. To resolve to agree for an allotment tenant at Dog Drove to erect a steel shed
- d. To resolve to agree the locations for street artists

2021/2 -192 Planning, Properties, Emergency Planning & Speeding Committee:

- a To receive the report from a member of the committee
- b To discuss and resolve to agree the request from Ashwood Homes re Holbeach Meadows
- e. To discuss and resolve to agree the 5/6 street names for Geda Construction
- f. To resolve to agree the spend of £2,025 plus vat to Hix's for the property valuations as recommended by the committee
- g. To receive an update on the phone box

2021/2 -193. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree that press releases are sent out to Full Council ahead of publication.

2021/2 -194 Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson

2021/2 -195 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens
- b. To resolve to agree the Financial statements and payment list
- c. To discuss and resolve to agree the emergency procedure for agreeing payments in a situation where the council cannot meet due to events beyond their control.
- d. To resolve to agree the recommendation of the committee the Reserves for the policy for 2022/2023
- e. To resolve to agree the recommendation of the committee for the additional spend on the Jubilee garden
- f. To resolve to agree the recommendation of the committee the way forward with regard to red diesel purchases.
- g. To resolve to agree the recommendation of the committee to the cost of maintenance of the digital screen and insurance
- h. To resolve to agree the recommendation of the committee the purchase of voting cards should the election go ahead



2021/2- 196 To resolve to agree to change the venue of some meetings to Holbeach St Marks Village Hall and Holbeach St Johns Village Hall and to agree which months

2021/2- 197 To resolve to agree to join the Police KIN network

2021/2-198 To resolve to agree which seats will be removed from which wards in the application to reduce councillor numbers

2021/2-199 To resolve to agree the recommendations of the committees the policy reviews:

Open Spaces:

- Allotment Policy
- Cemetery Fees
- Cemetery Rules and Regulations
- Memorial Policy & Regulations
- Memorial Application Form
- Scattering of Ashes Policy
- Tree and Log Policy

Planning, Properties, Emergency Planning & Speeding

- Planning Response Policy

PR/IT

- Community Engagement & Communication Policy
- Publication Scheme
- Abusive, Persistent or Vexatious Complaints
- Public Complaints & Concerns Procedure
- Policy on Handling Freedom of Information Requests

Finance

- Reserves Policy
- Financial Regulations
- Financial Risk Assessment
- Procurement Policy
- Grant Awarding Policy
- Grant Application Form
- Members Expenses Policy

HR, H & S & Data Protection

- Employee Handbook



- Health & Safety Policy
- Volunteer Policy
- Data Breach Procedure
- Data Protection Policy
- Data Protection Policy & Privacy Notice for Staff and Councillors
- General Privacy Notice
- Subject Access Requests Procedure and Template Letter

Councillors

- Code of Conduct Complaint Form
- Councillor Co-option Policy

To resolve to suspend Standing Orders to review the following policies:

- Play Area Policy
- FIXED ASSET CAPITALISATION POLICY
- FIXED ASSETS POLICY
- Asset Disposal Procedure
- Code of Conduct review
- Play Area Policy

To resolve to re-instate Standing Orders

2021/2-200 To resolve to agree the Standing Orders review

To resolve 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 for agenda item: 2021/2-201, 2021/2-202 & 2021/2-203

2021/2-201 To resolve to agree the unpublished policy in relation to The Crown

2021/2 -202 HR, Health and Safety and Data Protection Committee

- To receive the report by Chairman Cllr S Hutchinson
- To suspend Standing orders to resolve to ratify staff salaries

2021/2-203 To receive a report by Cllr T Wiltshire and to resolve to agree a way forward

2021/22-204. Agenda item requests.

2021/2 -205. Confirm date and venue of next Parish Council Meeting

- The next Parish Council Meeting is the annual meeting of the Parish Council on 9th May 2022 at 19:00 at the Methodist Hall, Albert Street –



01/04/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 11th April 2022 at 19:00 there will be an open forum of 10 minutes before the start of the meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

AGENDA

2021/2 -186 Apologies for absence and reasons given.

2021/2-187 Clerk

- a. Update on the vacancy for Hurn Ward (2), Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Update on the election for the seat vacated by S Favell
- c. To co-opt a parishioner to the council
- d. Correspondence received

2021/2 -188 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

2021/2- 189 Minutes of previous Meeting – To resolve to approve the notes of the meeting of 1st March 2022 & 14th March 2022 as minutes.

2021/2 -190. Police, County and District Matters

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council



2021/2 -191 Open Spaces committee:

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree the spend for the slide
- c. To resolve to agree for an allotment tenant at Dog Drove to erect a steel shed
- d. To resolve to agree the locations for street artists

2021/2 -192 Planning, Properties, Emergency Planning & Speeding Committee:

- a. To receive the report from a member of the committee
- b. To discuss and resolve to agree the request from Ashwood Homes re Holbeach Meadows
- e. To discuss and resolve to agree the 5/6 street names for Geda Construction
- f. To resolve to agree the spend of £2,025 plus vat to Hix's for the property valuations as recommended by the committee
- g. To receive an update on the phone box

2021/2 -193. PR/IT Committee -

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree that press releases are sent out to Full Council ahead of publication.

2021/2 -194 Events Committee -

- a. To receive the report from Chairman Cllr I Hutchinson

2021/2 -195 Finance Committee –

- a. To receive the report from the Chairman Cllr R Stevens
- b. To resolve to agree the Financial statements and payment list
- c. To discuss and resolve to agree the emergency procedure for agreeing payments in a situation where the council cannot meet due to events beyond their control.
- d. To resolve to agree the recommendation of the committee the Reserves for the policy for 2022/2023
- e. To resolve to agree the recommendation of the committee for the additional spend on the Jubilee garden
- f. To resolve to agree the recommendation of the committee the way forward with regard to red diesel purchases.
- g. To resolve to agree the recommendation of the committee to the cost of maintenance of the digital screen and insurance
- h. To resolve to agree the recommendation of the committee the purchase of voting cards should the election go ahead



2021/2- 196 To resolve to agree to change the venue of some meetings to Holbeach St Marks Village Hall and Holbeach St Johns Village Hall and to agree which months

2021/2- 197 To resolve to agree to join the Police KIN network

2021/2-198 To resolve to agree which seats will be removed from which wards in the application to reduce councillor numbers

2021/2-199 To resolve to agree the recommendations of the committees the policy reviews:

Open Spaces:

- Allotment Policy
- Cemetery Fees
- Cemetery Rules and Regulations
- Memorial Policy & Regulations
- Memorial Application Form
- Scattering of Ashes Policy
- Tree and Log Policy

Planning, Properties, Emergency Planning & Speeding

- Planning Response Policy

PR/IT

- Community Engagement & Communication Policy
- Publication Scheme
- Abusive, Persistent or Vexatious Complaints
- Public Complaints & Concerns Procedure
- Policy on Handling Freedom of Information Requests

Finance

- Reserves Policy
- Financial Regulations
- Financial Risk Assessment
- Procurement Policy
- Grant Awarding Policy
- Grant Application Form
- Members Expenses Policy

HR, H & S & Data Protection

- Employee Handbook



- Health & Safety Policy
- Volunteer Policy
- Data Breach Procedure
- Data Protection Policy
- Data Protection Policy & Privacy Notice for Staff and Councillors
- General Privacy Notice
- Subject Access Requests Procedure and Template Letter

Councillors

- Code of Conduct Complaint Form
- Councillor Co-option Policy

To resolve to suspend Standing Orders to review the following policies:

- Play Area Policy
- FIXED ASSET CAPITALISATION POLICY
- FIXED ASSETS POLICY
- Asset Disposal Procedure
- Code of Conduct review
- Play Area Policy

To resolve to re-instate Standing Orders

2021/2-200 To resolve to agree the Standing Orders review

To resolve 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 for agenda item: 2021/2-201, 2021/2-202 & 2021/2-203

2021/2-201 To resolve to agree the unpublished policy in relation to The Crown

2021/2 -202 HR, Health and Safety and Data Protection Committee

- To receive the report by Chairman Cllr S Hutchinson
- To suspend Standing orders to resolve to ratify staff salaries

2021/2-203 To receive a report by Cllr T Wiltshire and to resolve to agree a way forward

2021/22-204. Agenda item requests.

2021/2 -205. Confirm date and venue of next Parish Council Meeting

- The next Parish Council Meeting is the annual meeting of the Parish Council on 9th May 2022 at 19:00 at the Methodist Hall, Albert Street –



11/04/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at Holbeach St Marks Village Hall, Holbeach St Marks, Holbeach on Tuesday 19th April 2022 at 19:00 there will be an open forum of 10 minutes before the start of the meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

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