



29/04/2022

Dear Councillor,

I summon you to the Annual meeting of Holbeach Parish Council to be held at Holbeach Methodist Hall, Albert Street, Holbeach on Monday 9<sup>th</sup> May 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

**2022/3 -001 To elect a Chairman of the Council**

**2022/3-002 To elect a Vice-Chairman of the Council**

**2022/3-003 Apologies for absence and reasons given.**

**2022/3-004 Clerk**

- a. To receive a report from the Clerk
- b. Update on the vacancy for Hurn Ward (2), Drove Ward and the four vacancies for Town Ward – available for co-option
- c. Update on the election for the seat vacated by S Favell
- d. To review paperwork submitted for co-option(s) and resolve to agree to co-opt
- e. Correspondence received

**2022/3-005 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

**2022/3-006 Minutes of previous Meeting** – To resolve to approve the notes of the meeting of 19<sup>th</sup> April 2022 as minutes.



### **2022/3-007. 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

### **2022/3-008 Open Spaces committee:**

- a. To receive a report from the outgoing Chairman
- b. To elect members to the Open Spaces Committee
- c. For the members of the Committee to elect a Chairman
- d. For Members of the Committee to elect a representative of the Committee to the Finance Committee
- e. To discuss and resolve a way forward with Battlefields allotments
- f. To resolve to agree the Event Notification Form to be completed by organisations/individuals who wish to use Parish Council owned/run areas
- g. To resolve to agree which members of the committee will represent them at the meeting with the Police
- h. To resolve to agree the locations for street artists
- i. To resolve to agree to allow SHDC to use Carters Park on 3<sup>rd</sup> August for an activity day
- j. To resolve to agree the terms of reference for the committee

### **2022/3-009 Planning, Properties, Emergency Planning & Speeding Committee:**

- a To receive a report from a member of the outgoing committee
- b To elect members to the PPES Committee
- c For the members of the Committee to elect a Chairman
- d For the members of the Committee to elect a representative of the Committee to the Finance Committee
- e To resolve to agree the procedure for outside groups using the meeting room at Coubro
- f To resolve to agree to replace the lighting at Coubro
- g To resolve to agree to adopt the Emergency Plan
- h To resolve to agree the terms of reference for the committee

### **2022/3-010 PR/IT Committee –**

- a. To receive a report from the outgoing Chairman
- b To elect members to the PR/IT Committee
- c For the members of the Committee to elect a Chairman

- d. For the members of the Committee to elect a representative of the Committee to the Finance Committee
- e. To resolve to agree the terms of reference for the committee

#### **2022/3-011 Events Committee –**

- a. To receive a report from the outgoing Chairman
- b. To elect members to the Events Committee
- c. For the members of the Committee to elect a Chairman
- d. For the members of the Committee to elect a representative of the Committee to the Finance Committee
- e. To resolve to agree the terms of reference for the committee

#### **2022/3-012 - HR, Health and Safety and Data Protection Committee**

- a. To elect members to the HR, Health & Safety and Data Protection Committee
- b. For the members of the Committee to elect a Chairman
- c. For the members of the Committee to elect a representative of the Committee to the Finance Committee
- d. To resolve to agree the terms of reference for the committee

#### **2022/3-013 Finance Committee –**

- a. To receive a report from the outgoing Chairman
- b. For the members of the Committee to elect a Chairman
- c. To resolve to agree the Financial statements and payment list
- d. To discuss and resolve to agree the way forward regarding the older Kubota mower
- e. To resolve to agree the recommendation of the Committee to purchase a zero turn mower
- f. To resolve to agree to purchase a PA system
- g. To resolve to agree the terms of reference for the committee

#### **2022/3-014 Appointments to other bodies:**

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

#### **2022/3-015 Agenda item requests.**

#### **2022-3-016 Confirm date and venue of next Parish Council Meeting**

- (a) The next Parish Council Meeting is on 13<sup>th</sup> June 2022 at 19:00 at the Village Hall, Holbeach St Johns



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**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: 2022/3-017**

**2022/3-017 HR, Health and Safety and Data Protection Committee**

- a. To receive the report by the outgoing Chairman Cllr S Hutchinson
- b. To resolve to agree the spend in relation to an HR issue
- c. To resolve to agree the way forward with relation to a staffing matter

18/05/2022

Dear Councillor,

I summon you an extraordinary meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Tuesday 24<sup>th</sup> May 2022 at 19:00 There will be an open forum of 10 minutes before this meeting.

Yours sincerely,



Jan Hearsey - Clerk

**2022/3-018 Apologies for absence and reasons given.**

**2022/3-019 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

**2022/3-020 To review paperwork submitted for co-option(s) and resolve to agree to co-opt**

**2022/3-021 To discuss and agree ways to improve transparency, conduct (including bullying) and procedures (including a finance and governance audit) within the council**

**2022/3 -022 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 resolve to agree the way forward regarding a staffing matter

07/06/2022

**NOTICE IS HEREBY GIVEN** and Members are summoned to attend a meeting of Holbeach Parish Council to be held at The Village Hall, Holbeach St Johns on Monday 13<sup>th</sup> June 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of the Police and elected Members of Lincolnshire County Council and South Holland District Council

Yours sincerely,



Jan Hearsey - Clerk

**2022/3-023 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-024 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

**2022/3-025 To resolve to approve as a correct record the notes of the meetings of the Council held on 9<sup>th</sup> May 2022 and 24<sup>th</sup> May 2022 and to authorise the Chair to sign the official minutes**

**2022/3-026 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To receive an update on the election process for the seat vacated by S Favell
- d) Correspondence received

**2022/3-027 AGAR Annual Governance and Accountability Return (AGAR) 2021/22**

- a) To receive the report of the internal auditor - see appendix 1
- b) To receive the Balance Sheet for the year ended 31st March 2022, to be signed by the Chair and Responsible Finance Officer;



- c) To approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2021/22 and authorise signing by the Chair and Clerk; and
- d) To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2021/22 and authorise signing by the Chair and Responsible Finance Officer.

### 2022/3-028 Open Spaces Committee

- a) To receive the report from the Chair of the committee – see appendix 2
- b) To resolve to agree the recommendation of the Committee to spend the £500 bequeathed by a former parishioner, on a seat to surround the tree in the centre of the Jubilee garden.  
*The lady in question loved gardening and her son thinks this is an excellent idea.*
- c) To resolve to agree that the tenant of plot no G36e at Battlefields allotments can erect a metal shed 6 x 4 with a pent roof
- d) To resolve to agree that the tenant of plot no's G30 & G31 erect a shed 5 x 7 on plot G31 and a poly tunnel on G30
- e) To resolve to agree the recommendation of the committee to engage the services of the company with the lowest price for a tree survey.
- f) To resolve to agree to accept the offer of a local historian to have the old burial book rebound at his cost.

### 2022/3-029 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from a member of the committee – appendix 3
- b) To resolve to agree the planning responses:

H09-0531-22	Proposed internal alterations to change flat to office accommodation - <a href="https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0531-22">https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0531-22</a>
H09-0532-22	Proposed internal alterations to change flat to office accommodation. - <a href="https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0532-22">https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0532-22</a>
H09-0540-22	Single storey rear extension and internal alterations - <a href="https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0540-22">https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0540-22</a>
H09-0548-22	Conversion of agricultural building into 4 dwellings - <a href="https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0548-22">https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0548-22</a>
H09-0307-22	Residential Development - Erection of Dwelling - <a href="https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22">https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22</a>

### 2022/3-030 – PR/IT Committee

- a) To receive the report from the Chair of the committee -see appendix 4

### 2022/3-031 – Events Committee



- a) To receive the report from the Chair of the committee – see appendix 5

**2022/3-032- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 6  
b) To resolve to agree the direct debits and standing orders for the year as per appendix 6a  
c) To resolve to agree to authorise the payments for May 2022 and to note the income for May 2022 of £4,735  
d) To note the Bank balances as at 31<sup>st</sup> May 2022 as follows:  
Account ending **4844** £5,023.31                      Account ending **5394** £36,358.22  
Account ending **01PC** £281,908.59

**2022/3-033 – High Street, proposed changes to waiting restrictions**

- a) To discuss and resolve to agree the comments to put forward regarding the proposal from LCC to change the restrictions on the High Street from limited waiting to no waiting. – see appendix 7

**2022/3 034 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 11<sup>th</sup> July 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**2022/3 -035 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 receive the report from the Chair of the committee

*All documentation relating to this agenda will be published with the official minutes*



## Appendix 1

### INTERNAL AUDITOR'S REPORT TO

### HOLBEACH PARISH COUNCIL

For The Year Ended 31 March 2022

#### Introduction

In our role as Internal Auditors to Holbeach Parish Council, we hereby report our findings on the main areas as outlined in the AGAR Return Part 3 as follows:-

We were readily supplied with all financial information as requested from the SCRIBE system which has been fully utilised this year. SCRIBE is a cloud-based software, specifically designed for use by managing Parish, Town and County Councils.

The current Clerk was engaged in June 2020 and we note that even during Covid-19 restrictions, she has managed to make the Council's systems and procedures far more robust with the introduction of bespoke accounting software and the addition of new written Fixed Assets and Asset Disposal Policies, a Procurement Policy, Reserves Policy, Members Expenses Policy and also Financial Risk Assessment and updates to the pre-existing Financial Regulations Policy.

A. Appropriate accounting records have been properly kept throughout the financial year

SCRIBE software accounting system was fully introduced from the 2021/22 financial year and has reduced the need for double data entry which was previously required with the use of Excel spreadsheets, etc.

SCRIBE has the advantage of being able to prepare the VAT Returns and provides debt and credit control and other information linked to the accounting procedures. Furthermore, it satisfies the HM Revenue & Customs requirements for Making Tax Digital (MTD).

Reconciliations were prepared on a monthly basis and the records were all in order and well maintained.

The year-end inputs were available promptly and balanced successfully in preparing the Income and Expenditure reports.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for

The Council follows its pre-agreed financial regulations and standing orders. During the year and as reported in the Auditors last audit report, Jan Hearsey was appointed as the RFO.

The Council has rigorous systems in place for the approval of payments and all other financial transactions. A payments list is presented at the monthly meeting of the Council and approved by the members prior to payments being authorised. Any expenditure in excess of £20 and up to £500, that the Clerk requires to pay, is authorised by 2 Councillors prior to settlement.

We randomly selected some purchase invoices to ensure these were accounted for correctly and no issues were found. VAT has been accounted for through the SCRIBE system and submitted quarterly to HMRC. The final quarter VAT refund was confirmed as received 14 April 2022.



5137 payments are discussed during Council Meetings and minuted accordingly. They are kept as a running total to ensure that no limits are exceeded.

C. *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these*

The Council has a Finance Committee in place to assist in examining financial matters. They, and the Council themselves, are aware of their requirement to maintain internal controls to manage risk.

Internally, roles are specified, and best practices kept to ensure an adequate separation of duties. Such matters as property values and insurance policies are updated annually.

As a whole, this assists in mitigating any large risks to the Council achieving its objectives.

During the financial year, due to a re-structure of the Finance Committee, there were 10 meetings, the minutes of which are fully recorded on the website. Meetings are now scheduled for each month.

D. *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate*

The Council maintains a budget for each year which is agreed by the Council.

Regular, up-to-date financials are included at the Council Meetings to show the reports of income and expenditure throughout the year. This enables the Council to see variances throughout the yearly cycle and identify any discrepancies.

Reserves have been managed accurately throughout the year.

The Council also publishes the financial records (budgets, estimates, precept) on its website.

E. *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for*

Budgetary controls, as mentioned above, are in place to ensure that any precept level is viable and suitable for the Council. The amount, as budgeted for, was received during the year.

Additional income comes from sources of property rental income, cemeteries and grants, with other small income streams such as interest.

The debts are maintained on the SCRIBE system and the RFO can actively check arrears or any long-standing debts. If, and when cash is received, it is banked promptly and without delay.

F. *Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for*

Following a change in procedures introduced by the Clerk, there are no petty cash transactions as it is no longer used.



G. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied

The payroll process is managed in-house. All salary payments are agreed at a monthly meeting and the salary levels set in-line with NMW/NLW and the National Association of Local Council Circulars in mind.

HMRC payments of PAYE and NIC are made accordingly and within the specified time frames and all other legal requirements such as pension schemes are maintained and paid accordingly and timeously.

H. Asset and investments registers were complete and accurate and properly maintained

The Asset Register is fully maintained using the SCRIBE system, on a cost basis and is checked annually in line with the insurance requirements.

The amounts agreed to those entered on the AGAR Return.

I. Periodic and year-end bank account reconciliations were properly carried out

Reconciliations are produced monthly, and the year-end figures agreed to statements and outstanding cheque reports.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded

The accounts have been prepared on an income and expenditure basis as required for Parish Councils with a precept in excess of £200,000. An adequate audit trail is maintained using the SCRIBE system. Debtors and creditors have been recorded at the year end and confirmed no disputes and all amounts settled post the financial year end.

Whilst SCRIBE has produced and maintained the accounting information required, there are a number of reporting matters that it was felt could be improved upon and as a result of this, for the 2022/23 accounting year, the Council have decided to transfer the accounting functions over to Rialtos Accounting and Administration Solutions which provides more dedicated reporting and will allow the Council to provide more specific and detailed reports.

**Internal Audit Opinion**

In this report we have discussed and outlined the main areas that are covered within the AGAR Return. We offer an unqualified audit opinion of the statements, confirming that they do follow all statutory requirements for the year they represent.

TC Group  
9/10 The Crescent  
Wisbech  
Cambs PE13 1EH

27 May 2022



## **Appendix 2**

Chair of Open Spaces report

*Allotment inspections carried out report to follow at next open spaces meeting. Multiple meetings with police update to follow at next open spaces meeting.*

*Closed churchyard was adopted as an open space in 1953, meeting to follow with PCC.*

*Medieval Event paperwork completed. Site team to implement metal gates to the toilets in Carters Park, to open these for a trial period mid July 8.30am – 3.00pm mon-fri.*

*Allotments waiting list could be addressed by splitting the returned Plot 1a at battlefields in to 6 smaller plot sizes.*

*Nature Reserve to be agenda'd for the next Open Spaces committee meeting, the possibility to form a sub-committee with both HPC and members of the public.*

*Purchase of 48" mower to go ahead.*

*£500 bequeathed to the Parish Council discussion to go to next full council.*

*The contractor to carry out the tree survey was agreed to be the cheaper option, Full Council to ratify.*

## **Appendix 3**

Member of PPES report

*Due to the absence of the Chair of the committee Cllr I Hutchinson chaired the meeting.*

*The planning responses were all approved.*

*It was agreed that the SID locations for the coming month would be Holbeach Hurn and Barrington Gate or Fen Rd.*

*It was also agreed to contact Cllr Coupland regarding the request for speed restrictions in Little Drove Holbeach St John's. It was also agreed to chase the signage at Saturday Bridge.*

*It was agreed to contact the bowls club regarding the renewal of their lease and arrange a meeting with them if they wish to discuss the details.*

*The cemetery chapels trust have informed us that they will no longer be putting in a bid for funding for the project and so we as a parish council will need to decide how we progress with the chapels. After a lengthy discussion it was decided that once the roof work is completed we will view the chapels and see what work needs to be prioritized. If members wish a sub committee can be formed to look into the long-term use of the building and look for funding. This will be an agenda item at a future meeting.*

## **Appendix 4**

Chair of PR/IT report

*We are extending the deadline for entries for our photographic calendar competition to the 31st July councillors and their families may send in photos although these will not be included in the judging.*

*I have now installed the new notice board outside The Stores and Filling Station in Holbeach Drove. The defibrillator has been ordered through Lincolnshire Lives but I am advised that this may take up to 20 weeks to be delivered.*



*We agreed to the purchase of a SIM card contract for the digital screen which is now up and running. Cllr Stevens has sent us all a link to install an antivirus program on HPC's tablet devices.*

*We discussed and agreed to advertise an open forum at Coubro aimed at recruiting new councillors. The date is to be confirmed.*

*Our next meeting is on Thursday 30th June at 16.30 at Coubro Chambers.*

## **Appendix 5**

Chair of Events report

*Jubilee*

*The weekend of events went off really well with lots of positive comments from the public, businesses and organisations that took part. A big thank you to all the people that helped out over the weekend and the organisations that were involved in making both the beacon lighting and the jubilee event a success.*

*Car Show*

*We are still getting enquiries from individuals and car clubs about attending and will be finalising all the details in the next few weeks. We are meeting with the school and Royals Gym on 8th June to go through any details they need for the day.*

*Yard sales*

*We have agreed dates for 2 more yards sales following requests from the public. They are 10th July and 27th August.*

*Jubilee garden*

*The bulk of the planting has been done but some areas need some finishing off. We agree that there should be an official opening and a date was agreed as Saturday 27th August. We will be organising the details of this at our next meeting.*

*Remembrance*

*We are still awaiting confirmation of the road closure so once we receive this we will continue with the planning of the event.*

*Christmas*

*We agreed a date of 4th December for the event and will be applying for a road closure from 4pm to 5.30 pm from Chapel St to the traffic lights. We will be discussing the event in more detail at our next meeting.*

## **Appendix 6**

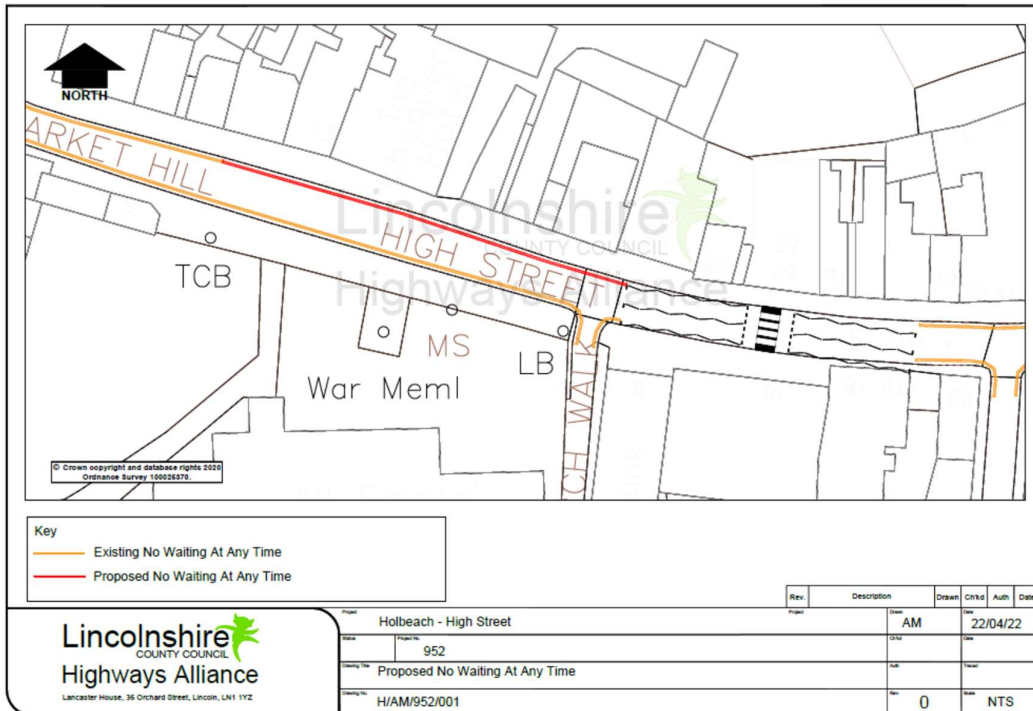
*This month the finance committee validated invoices and receipts, confirmed that the bank balances were correct and were the same on the accounting software. We agreed that a 48" zero turn mower should be purchased up to £6,000 including a mulcher unit. This zero turn mower will mainly be used in the cemeteries and will save time. It was agreed that now that we can no longer use red diesel that the 700 litres should be sold.*

*We received the annual audit report, which confirmed that we were do everything correctly as required by law. We reviewed the AGAR report and confirmed that it was correct. We would like to thank our clerk and RFO for working closely with the auditor to supply all the information required whilst installing our new accounts software.*

### Appendix 6a

Holbeach Parish Council Direct Debits & Standing Orders				
Day of month	Frequency	Payee	For?	Amount
1st	monthly	E-On	Gas Coubro	£234
1st	monthly	Greenzone	Bin Hall Gate	variable
1st	Apr-Jan	SHDC	Business rates- Coubro	£90.25 then 9 x £87.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£74.93 then 9 x £79.00
1st	Apr-Nov	SHDC	Business rates- Coubro	£8.41 then 7 x £5.00
1st	Apr-Jan	SHDC	Business rates- Coubro	£19.07 then 9 x £22.00
1st	Apr-Jan	SHDC	Business rates- Hall Gate	£81.88 then 9 x £81.00
3rd	December	ICO	ICO annual fee	variable
6th	monthly	British Gas trading	Electric workshop Park Bungalow	variable
6th	monthly	BT	Phone & broadband office	variable
11th	Jan/Apr/July/Oct	Hydro-electric	Toilets & pavilion Carters Park	variable
11th	monthly	Lets get you moving	Fees 4a High Street	£60.00
14th	monthly	Now Pensions	Staff pensions	variable
20th	monthly	Peninsula	Hr & H & S services	£474.81
21st	monthly	E-on next	Electric cemetery chapels	variable
27th	May-Feb	SHDC	Council Tax Park Bungalow	£153.83 then 9 x £153.00
28th	monthly	BG Business	Electric Coubro	variable

### Appendix 7



**Key**  
 - Existing No Waiting At Any Time (Yellow line)  
 - Proposed No Waiting At Any Time (Red line)

**Project Details:**  
 Project: Holbeach - High Street  
 Date: 22/04/22  
 Description: Proposed No Waiting At Any Time  
 Reference: H/AM/952/001

**Logos:**  
 Lincolnshire COUNTY COUNCIL  
 Highways Alliance  
 Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

04/07/2022

**NOTICE IS HEREBY GIVEN** and Members are summoned to attend a meeting of Holbeach Parish Council to be held at The Methodist Church, Albert Walk, Holbeach on Monday 11<sup>th</sup> July 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of the Police and elected Members of Lincolnshire County Council and South Holland District Council

Yours sincerely,



Jan Hearsey - Clerk

## **AGENDA**

### **2022/3-036 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-037 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

**2022/3-038 To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> June 2022 and 24<sup>th</sup> June 2022 and to authorise the Chair to sign the official minutes**

### **2022/3-039 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To receive an update on the election process for the seat vacated by S Favell

### **2022/3-040 Open Spaces Committee – To co-opt interested members to the committee**

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To receive an update following the meeting with Church representatives regarding the Churchyard

- c) To discuss and resolve to agree the way forward regarding Battlefields allotments and the Farmer Education Foundation
- d) To discuss and resolve to agree the way forward regarding Ashwood Homes land to the rear of Park Road cemetery
- e) To resolve to agree the use of Carters Park by a religious group

### **2022/3-041 Planning, Properties, Emergency Planning and Speeding Committee to co-opt interested members to the committee**

- a) To receive the report from a member of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - Amendment 2 boundary/storage -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
  - Proposed Signage -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0620-22&from=planningSearch>
  - Single storey extension & alterations -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0633-22&from=planningSearch>
- c) To resolve to agree the consultation of street names re the land rear of 29 Oakwood Glade as Francis Close, Cyprus Close, Elder Street, Silver Close, Elm Drive, Sycamore Close.
- d) To discuss and resolve to agree the way forward with the Cemetery Chapels roof following the temporary halt of work
- e) To discuss and resolve to agree the consultation for the Lincolnshire Minerals and Waste Local Plan

### **2022/3-042 – PR/IT Committee**

- a) To receive the report from the Chair of the committee -see appendix 3

### **2022/3-043 – Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 4
- b) To discuss and resolve to agree to enter a float in the Spalding Flower parade on Saturday 6<sup>th</sup> May 2023
- c) To discuss and resolve to agree the detail of street art in Carters Park (location previously agreed under minute reference 2022/3-008 (h))

### **2022/3-044- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) To resolve to agree to authorise the payments for June 2022 and to note the income for June 2022 of £5,819



- c) To note the Bank balances as at 31<sup>st</sup> May 2022 as follows:  
Account ending **4844** £3,000.00                      Account ending **5394** £16,344.80  
Account ending **01PC** £281,950.25

### **2022/3-045 UK Shared Prosperity Funding**

- a) To receive a report from Cllr S Hutchinson

### **2022/3 046 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 8<sup>th</sup> August 2022 at a venue to be agreed

**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 – agenda items: 2022/3-046 & 2022/3-047**

### **2022/3 -047 HR, Health and Safety and Data Committee**

- a) To receive the report from the Chair of the committee

### **2022/3-048 – To resolve to agree the cost of the lighting in Clerks and Assistant Clerks office**

*All documentation relating to this agenda will be published with the official minutes*

### **Appendix 1**

Open Spaces Chair report  
Carters Park

The sandpit area, in that it will remain closed for the foreseeable future with a sign on and it will be looked into as a project for 2023/24. The cost of a metal tennis net for tarmac area outside the tennis courts will be investigated as a project for 2023/24  
The cost of a new sign for the entrance to Carters Park will be investigated.

Cemeteries

A meeting with the Vicar, Faculty and councillors is taking place on Friday 8<sup>th</sup> July.

Allotments

Cllrs M Murfet & I Hutchinson and the Clerk will carry out inspections on those deemed to require improvement on 9<sup>th</sup> August

The former plot 1b Battlefields will be split into 6 if feasible

The rubbish pile at Battlefields will be offered as an extension to plot number G48 at no cost for this year.

The allotment holders at Battlefields will have a representative that will liaise with the Open Spaces Committee

Nature reserve



A working party was formed to look into improvements, it will be lead by Cllr M Murfet, Cllr R Flood and four members of the public  
Holbeach Bank

A sign will be purchased saying “dogs must be on leads” sign  
Permission is to be sought of the Crown Estate to site two picnic benches at Holbeach Bank and to ask them for an update regarding the container

## **Appendix 2**

### **PPES REPORT JULY**

At the meeting held on 29th June the committee agreed the planning responses for all the planning applications received and also agreed the consultation for Phase 2 of the development adjacent to Fen Rd.

The locations for the SID 's were agreed for the following month which will be Hallgate and Foxes Lowe Rd. The locations for further placement points in High St, Church St and Park Rd were discussed and the suggested locations will be forwarded to LCC for approval. It was agreed that Councillor Steve Lewis will work with Councillor Peter Bowden to place the SID 's each month.

The clerk had chased LCC regarding Saturday Bridge junction and they will be sending out an engineer to look at the location in the near future, it was agreed to ask for the details of this visit so mm beds can be in attendance if possible.

It was agreed that the office would be responsible for the emergency plan supported by members.

Following the increase in costs of energy it was agreed to monitor the situation at Coubro and discuss the situation again later in the year. It was also agreed to ask all tenants to provide evidence of PAT testing for all electrical items used within their rooms.

The committee agreed to defer the item regarding costs of replacing lighting in the clerk's office to full council which is on the agenda for this month's meeting.

## **Appendix 3**

PR/It report

We have had one further entry for our calendar photography competition and we will be readvertising on Facebook to try and gain some more entries.

The car show posters have been placed on all HPC notice boards. Press releases to include the recent ASB behavior in Carters Park and Park Rd Cemetery, our next HPC Forum at 17.30 on 11th July. The next forum in August will be either in St Marks or Hurn Ward.

Agendas for full council meetings to be placed on notice boards in all wards.

CCTV is being investigated for Carters Park and Park Rd Cemetery. We agreed to purchase our own notice boards for St Johns and Hurn wards one permission has been sought.

Our budget for 2023/24 will be discussed at our next meeting.

Our next meeting is on 24th August at Coubro Chambers at 11am.

## **Appendix 4**

## EVENTS REPORT JULY

At our last meeting the jubilee event was discussed and feedback given on the ways we could improve events moving forward. The committee felt that the event went well considering the resources we had but we're happy to look at all ideas to improve future events.

The car show is fast approaching and all the paperwork has been approved by SAG. The information packs are being sent out to exhibitors this week and we currently have approx 200 vehicles attending and are now running a reserves list as we are full. UAH have kindly agreed to us using their field for visitor parking which gives direct pedestrian access to the field at Holbeach Primary Academy. We will need as many stewards as possible on the day so if anyone is able to help at all please let the clerk know the details of times you will be available.

The jubilee garden was discussed and the works needed to complete it were agreed. The official opening will take place on Saturday 27th August at 2pm. We hope to have someone from Taylor's to open it as they have been very generous in donating a large amount of bulbs. It will be an informal event with members invited to come and bring a picnic at an open mic session for anyone that wishes to perform on the newly created stage.

We are planning to have yard sales on 31st July and 27th August.

Ideas for the Christmas event were discussed and we will be contacting local groups and schools in early September to ask them if they wish to take part. We plan to have stalls and activities during the afternoon followed by some form of parade through the High St to finish in the church yard for Carole's around the tree. We will be discussing this in more detail at our next meeting.

### **Appendix 5**

Chair of Finance report 4th July 2022

The normal monthly activities were carried out and all was found to be correct.

The Clerk has spent some time configuring the Rialtas software which will enable HPC to have a better understanding of budget control.

It was confirmed that the zero turn mower has been reserved from Chandlers. The other options available would not have given value for money.

A discussion regarding the older Kubota where the consensus was that HPC would benefit if it was sold in its current condition.

We briefly discussed next year's budget and ask that the other committee's start planning any projects for the next financial year.

15/07/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an Extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 21<sup>st</sup> July 2022 at 18:30 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

Yours sincerely,



Jan Hearsey – Clerk

**2022/3-049 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-050 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.

**2022/3-051 HR, Health and Safety and Data Protection 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 discuss and resolve to agree a way forward regarding a staffing matter

*All documentation relating to this agenda will be published with the official minutes.*

02/08/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Holbeach Hurn Village Hall on Monday 8<sup>th</sup> August 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of the Police and elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## AGENDA

### **2022/3-052 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-053 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.

**2022/3-054 To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> July 2022 and 21<sup>st</sup> July 2022 and to authorise the Chair to sign the official minutes.**

### **2022/3-055 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To receive an update on the election process for the seat vacated by S Favell

### **2022/3-056 Open Spaces Committee**

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree the use of Carters Park for the Medieval Event on 1<sup>st</sup> & 2<sup>nd</sup> July 2023 and to resolve to agree the submitted paperwork
- c) To resolve to agree the submitted paperwork for the Food Festival in Carters Park
- d) To resolve to agree a way forward with the slide in Carters Park

### **2022/3-057 Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:  
H09-0690-22 - Erection of rear extension – retrospective  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0690-22>  
H09-0740-22 Extensions & Alterations  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0740-22>  
H09-0307-22 Residential development REVISED  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22>
- c) To resolve to agree a response to The Outer Dowsing Offshore Wind consultation – appendix 2a
- d) To resolve to agree a response to The Town & Parish Survey – appendix 2b

### **2022/3-058 – PR/IT Committee**

- a) To receive the report from the Chair of the committee - see appendix 3

### **2022/3-059 – Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 4

### **2022/3-060- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) To resolve to agree the recommendation of the committee the way forward with the older Kubota
- c) To resolve to agree the cost of training course for Open Spaces team member
- d) To resolve to agree to authorise the payments for July 2022 and to note the income for July 2022 of £3662.00
- e) To note the Bank balances as of 31<sup>st</sup> July 2022, figures to be provided at the meeting:
- f) To discuss and resolve to agree the phone system at Coubro Chambers
- g) To resolve to agree an amendment to the Procurement Policy

### **2022/3-061 – To discuss and resolve to agree participation on the Pride of South Holland Awards -appendix 6**

### **2022/3-062 -To discuss and resolve to agree participation in the Lincolnshire Strong Voices project – appendix 7**

### **2022/3-063 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 12<sup>th</sup> September 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-064 To discuss and resolve to agree the prices for the CCTV**

**2022/3-064 HR, Health and Safety and Data Committee**

- a) To receive the report from the Chair of the committee
- b) To discuss and resolve to agree the update regarding a staffing matter

*All documentation relating to this agenda will be published with the official minutes.*

## Appendix 1

Report Clerks Report – There has been some use of disposal BBQs in the Park and considerable graffiti. There are four new benches in the Jubilee Garden. Love Parks week is 29<sup>th</sup> July to 5<sup>th</sup> August.

Carters Park – Jubilee Garden official opening 27<sup>th</sup> August. Remaining budget is sufficient to cover electrical connection and stage area. Agreed to trial varnish and pellet topping to benches to reduce graffiti.

Activate on 3<sup>rd</sup> August.

Slide is now in situ however assessment needed due to concerns over safety.

Cemeteries – Church meeting to discuss future plans for closed church yard. HPC to identify two dates in the year for a general tidy up and also to encourage volunteers in the town. Date to be arranged for overhaul of planted area during summer holidays. Long term maintenance over Hall Gate was discussed. HPC and junior Choir to look into ECO Church and Gods Acre.

Allotment waiting list greatly reduced .and rent increases agreed for October 2023. Signage was also agreed to source quotes.

Holbeach Bank – Replacement swing equipment has been received and fitted.

Projects – Discussion on projects for 2023/24 – sandpit area, football tennis net and contacting Holbeach Hurn re play equipment. Bids for UK Share Prosperity fund to be submitted September/October.

## Appendix 2

### PPES REPORT

At our last meeting the responses to all the planning application received were agreed and it was agreed that moving forward the council will only respond to applications if we have a comment or an objection to make.

The SID locations will remain the same until later in the month when a location in Holbeach St Marks and Park Rd will be used.

It was agreed to contact the police and Bakkovar about concerns raised about the speeding through the village and surrounding roads by parishioners. It was also agreed to ask LCC to consider a 20-mph zone in the village near the school.



It was agreed to talk to SHDC regarding the planning permission and listed building consent regarding extending the permission. It was also agreed that refurbishment of the chapels would be the main project for the committee in the next financial year.



## Appendix 2a



Environmental Services  
Central Operations  
Temple Quay House  
2 The Square  
Bristol, BS1 6PN

Customer: 0303 444 5000  
Services: [outerdowsingoffshorewind@planninginspectorate.gov.uk](mailto:outerdowsingoffshorewind@planninginspectorate.gov.uk)  
e-mail: [planninginspectorate.gov.uk](http://planninginspectorate.gov.uk)

Your Ref:

Our Ref: EN010130-000032-220802

Date: 02 August 2022

Dear Sir/Madam

**Planning Act 2008 (as amended) and The Infrastructure Planning (Environmental Impact Assessment) Regulations 2017 (the EIA Regulations) – Regulations 10 and 11**

**Application by GTR4 Limited, trading as Outer Dowsing Offshore Wind (the Applicant) for an Order granting Development Consent for the Outer Dowsing Offshore Wind (the Proposed Development)**

**Scoping consultation and notification of the Applicant's contact details and duty to make available information to the Applicant if requested**

The Applicant has asked the Planning Inspectorate on behalf of the Secretary of State for its opinion (a Scoping Opinion) as to the information to be provided in an Environmental Statement (ES) relating to the Proposed Development.

You can access the report accompanying the request for a Scoping Opinion via our website:

<http://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/outer-dowsing-offshore-wind-generating-station/>

Alternatively, you can use the following direct link:

<http://infrastructure.planninginspectorate.gov.uk/document/EN010130-000037>

The Planning Inspectorate has identified you as a consultation body which must be consulted before adopting its Scoping Opinion. The Planning Inspectorate would be grateful therefore if you would:

<https://infrastructure.planninginspectorate.gov.uk>



- Inform the Planning Inspectorate of the information you consider should be provided in the ES; or
- Confirm that you do not have any comments.

If you consider that you are not a consultation body as defined in the EIA Regulations please let us know.

The Planning Inspectorate on behalf of the SoS is entitled to assume under Regulation 10(11) of the EIA Regulations that you do not have any comments to make on the information to be provided in the ES, if you have not responded to this letter by **30 August 2022**. The deadline for consultation responses is a statutory requirement and cannot be extended. Please note that your response will be appended to the Scoping Opinion and published on our website consistent with our openness policy. Any consultation response received after **30 August 2022** will not be included within the Scoping Opinion but will be forwarded to the Applicant for information and will be published on our website as a late response.

In order to support the smooth facilitation of our service, we strongly advise that any responses are issued via the email identified below rather than by post. Responses to the Planning Inspectorate regarding the Scoping Report should be sent by email to [outerdowsingoffshorewind@planninginspectorate.gov.uk](mailto:outerdowsingoffshorewind@planninginspectorate.gov.uk).

Once complete, you will be able to access the Scoping Opinion via our website, using the following link: <https://infrastructure.planninginspectorate.gov.uk/projects/east-midlands/outer-dowsing-offshore-wind-generating-station/?ipcsection=docs>

As the Planning Inspectorate has been notified by the Applicant that it intends to prepare an ES, we are also informing you of the Applicant's name and address:

GTR4 Limited, trading as Outer Dowsing Offshore Wind  
c/o 10 Upper Bank Street  
18th Floor  
London  
E14 5BF  
[contact@outerdowsing.com](mailto:contact@outerdowsing.com)

You should also be aware of your duty under Regulation 11(3) of the EIA Regulations, if so requested by the Applicant, to make available information in your possession which is considered relevant to the preparation of the ES.

If you have any queries, please do not hesitate to contact us.

Yours faithfully

*Marie Shoemith*

**Marie Shoemith**  
**Senior EIA Advisor**  
**on behalf of the Secretary of State**

This communication does not constitute legal advice.  
Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.

[infrastructure.planninginspectorate.gov.uk](https://infrastructure.planninginspectorate.gov.uk)





## Appendix 2b

### *Town and Parish Council Information Gathering Exercise*

Name of Town / Parish	
-----------------------	--

Name of Contact	
-----------------	--

Do you wish to be kept up to date with this review?	Yes / No
---	----------

**You are requested to email completed forms by 30 September 2022 to: [scrutiny@lincolnshire.gov.uk](mailto:scrutiny@lincolnshire.gov.uk)**

(1) Does the Council have any evidence or information on your town centre that you would wish to share? For example, this could cover:



- changes over the last five years, including the effects of the pandemic;
- any information you have on the number and percentage of vacant town centre units; and
- in addition to retail, topics such as education, leisure, entertainment, tourism or any other services.

(2) Are there any initiatives or events that your council has promoted or has planned to stimulate activity or increase the footfall in your town or parish centre? Please provide brief details or any link or references to further information.

---

(3) In addition to anything in (2) above, are there any examples of good practice or other activities or events that have stimulated activity in your town centre?

(4) Is there anything else you would wish to highlight?

**Please email completed surveys by 30 September 2022 to:**

[scrutiny@lincolnshire.gov.uk](mailto:scrutiny@lincolnshire.gov.uk)

If you require any further information on the review or this survey, please contact:

### Appendix 3

A total of 30 entries for the Calendar photo competition were received by the closing date. Cllr Stevens and the Assistant clerk to contact the judges to arrange a date. Cllr Howden to update on printing costs.

The next open Forum is at 6pm at Holbeach Hurn Village Hall prior to the full council meeting on 8th August. The clerk to invite LCC, Anglian Water and Cllr Tracey Carter, as requested by a parishioner, to an open meeting to discuss the sink hole in Boston Road. A freedom of information request has been made on the costings of work incurred so far.

Our budget for 2023/24 was discussed and will include the sum of £5000 for further development of CCTV in Carters Park and a sum for next year's Calendar competition if this year is successful.

The committee will present to full council recommendations for the installation of CCTV in Park Road Cemetery and Carters Park.

We have been informed that HPC own half of the notice board in Holbeach Hurn so full council agendas can now be posted there. Some remedial work is evidently required. Cllr Howden to look into the costs involved.

The Youth Council meeting will now hopefully be held in September.

Date of the next meeting is 24th August at 11am at Coubro Chambers.

Cllr Peter Howden

Chair

### Appendix 4

#### EVENTS REPORT JULY

The car show was a huge success with approximately 2000 people attending throughout the day. We have received some really positive comments from the public and exhibitors and we are already starting to plan for next year. We would like to thank everyone that supported the event and especially Holbeach Primary Academy, Royals Gym and the ATC.

The official opening of the Jubilee Garden will take place on Saturday 27th August. We will also be running the next yard sale on the same day.

We have had confirmation that we have the road closure for the Remembrance Parade which will take place at 2pm on Sunday 13th Nov. We will now start to contact local groups and schools with the details.

We are starting to plan the Christmas event which will take place on Saturday 3rd December. We hope to be able to share more details about this next month.

## **Appendix 5**

### Chair of Finance Report 1st August 2022

Normal monthly proceedings were carried out as per normal.

We agreed to carry out the biannual asset & inventory review in August.

It was agreed by the committee to purchase asset tags for the cemetery, the electrical connection for the Jubilee Garden. We also discussed the various options for the Kubota subject to a check with the insurance company & agreed to purchase a new phone system to replace the current system.

It was agreed that following the anti-social behaviour that subject to full council approval that CCTV would be installed in Carters Park first.

I would personally like to thank Karen for producing all the required documentation needed for her first Finance meeting.

## **Appendix 6**

### Caring Neighbour

The Caring Neighbour Award will be presented to someone who is a caring & considerate figure in their neighbourhood. In this category we are looking for people who go out of their way to help others in their community in any number of ways, such as with chores, shopping or getting out and about, or simply just being there for a friendly chat or cup of tea.

### Service with a Smile

Looking for someone who has provided an outstanding service in the community, not just a brief smile, someone who likes to help others, go out of their way to do more to help the customer, being polite and smiling with them.

### The Young Achiever Award

The Young Achiever Award recognizes those young people in the community who have excelled in school, Sport, business & working on community projects. Judges will be looking for young people who are a role model in the local community.

### Senior Citizen



This award looks to recognize those who are of an elderly age, who have strived to continue to help others in their community. This could be someone who continues to work hard within an organization, a person who takes time out of their busy schedule and provides care for someone.

### Charity Worker

Hundreds of people across South Holland give up their time to work for a host of good causes. This award recognizes those people/groups who either dedicate their time to charity work, by fundraising or volunteering, some working as a team and not seeking recognition.

### Community Hero

In every community there are those who strive to help others & continuously act out of human kindness. These volunteers give up their time & energy to help others in their hour of need, either by helping with fundraising, set up a new community group or simply being someone who makes a difference by helping others.

### Volunteer of the year

Thousands of volunteers in our area provide help, which is vital, without recognition. These people give up their time & often put their personal lives on hold to improve the lives of others. In every community there are those who strive to help others & act purely out of human kindness.

### Special Achievement

This Award is for someone or a community group that have outstanding contributions over several years. This could include continued fundraising & commitment to a cause or someone who has helped to make South Holland a better place to live, work or relax through their continuing efforts over many years.

### Community Sports Group

This Award is for a community group that has shown excellence in sport taking time to provide and organize friendly competitive activities and teamwork bringing together people of different abilities from across the community to get active and enjoy sport.

### Local Charity Champion Award

This Award is for a registered South Holland Charity organization, (not a national charity), The charity needs to describe its objective and how long it has been registered, it also



needs to tangibly demonstrate how it uses its funds to support its local community, describe how it fund raises and the number of people that are

involved in running the charity (volunteers/paid employees), it also needs to describe its long-term goal.

### **Appendix 7**

The Police and Crime Commissioner has previously commissioned Leaders Unlocked to undertake the Youth Commission, an engagement activity that allowed young people to raise concerns and local issues. Resulting recommendations raised by young people were shared with the Police and Crime Commissioner, Lincolnshire Police and partnership agencies.

The Stronger Voices Project, led by the Office of the Police and Crime Commissioners Safer Together Team will develop further the work of the Youth Commission by engaging with 11-21 years olds who live in Lincolnshire; empowering them to speak in an environment where they feel comfortable to raise local issues openly.

Lincolnshire Strong Voices will be running hour long FREE sessions every two months within your community which will aim to;

- Give young people a voice raising policing and crime issues from their communities
- Challenge & inform the work of the PCC
- Challenge & inform the work of Lincolnshire Police
- Help to make your community a Happier, Healthier and Safer Place to Live!

We are running core group sessions in the following districts;

- North Kesteven
- South Kesteven
- Lincoln
- West Lindsey
- East Lindsey (Coast and Wolds)
- Boston and South Holland

We would like you to encourage young people within your parish to partake in these sessions.

We are also offering for a number of Town and Parish Councils and Community Groups across the county the opportunity to hold their own Strong Voices sessions, you would need to recruit the young people from your community. The Safer Together Team will then facilitate the session outlined below in the table.

Introduction	5 Minutes	What is Strong Voices
Speak up	15 Minutes	What are the issues in your area?
Change up	15 Minutes	What changes do you want to see?
Listen up	15 Minutes	Who needs to make the changes?
Sign up	10 Minutes	Become a part of Strong Voices

Please note the sessions will be on a first come first served basis due to maximum capacity within the team.

Following each session, feedback will be gathered, and a report will be shared with the community, the OPCC, Lincolnshire Police and Partners.

The Strong Voices project is a great opportunity for young people in Lincolnshire to make a difference to the community around them by influencing real change. It is also a great addition to their CV's, University and College Applications, as well as being a fantastic overall project, letting young people be involved in actual change.

If you would like some more information about the Strong Voices Programme, or would like to express your interest, please email the [Safertogetherteam@lincs.police.uk](mailto:Safertogetherteam@lincs.police.uk)

05/09/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 12<sup>th</sup> September 2022 at 18:45 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 25 minutes from 18:45 when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of the Police and elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## AGENDA

### **2022/3-065 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-066 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.

**2022/3-067 To resolve to approve as a correct record the notes of the meetings of the Council held on 8<sup>th</sup> August 2022 and to authorise the Chair to sign the official minutes.**

### **2022/3-068 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies

### **2022/3-069 Open Spaces Committee – To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – see appendix 1



- b) To resolve to agree to adopt the amended Cemetery Rules and Regulations
- c) To resolve to agree the format of the Grass Cutting Tenders
- d) To resolve to agree a way forward with the slide in Carters Park following the communication from the supplier
- e) To resolve to agree to apply for the license from LCC for a half barrel planter at Holbeach St Marks (Parishioner to provide the planter)

### **2022/3-070 Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0584-21 Alterations and upgrades to building retrospective  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0584-21&from=planningSearch>
  - H09-0738-22 - Render of front and rear elevations including change of front door.  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0738-22&from=planningSearch>
  - H09-0135-22 - Appeal under Section 78  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0135-22&from=planningSearch>
  - H09-0859-22 - Proposed single storey extension  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0859-22&from=planningSearch>
- c) To resolve to agree to support a parishioner for the community speed watch
- d) To resolve to agree the way forward regarding the cemetery chapels roof and to resolve to agree the additional spend of £747.07 & £1,250.28
- e) To resolve to agree the quote for works to the windows at Coubro Chambers
- f) To discuss and resolve to agree the Charitable Collections Policy consultation

### **2022/3-071 – PR/IT Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee - see appendix 3
- b) To resolve to agree the recommendation of the Finance Committee the CCTV expenditure following the withdrawal of the agreed quotation

### **2022/3-072 – Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 4
- b) To review the Live & Local scheme and resolve to agree the way forward

### **2022/3-073- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) To resolve to agree to authorise the payments for August 2022 and to note the income for August 2022 of £4019.00  
To note the Bank balances as of 31<sup>st</sup> August 2022, as: Account ending **4844**  
£2,988.72                      Account ending **5394** £5,024.39  
Account ending **01PC** £267,280.79

- c) To resolve to agree to write to LALC regarding training course availability
- d) To resolve to agree the recommendation of the Finance committee to appoint LALC as the internal auditor
- e) To resolve to agree not to opt out of the Smaller Authorities Annual Audit scheme
- f) To resolve to agree the recommendation of the Finance committee to move 2022/23 budgets as follows:
  - £1,000.00 from Horticultural supplies to Fuel – Open Spaces
  - £1,000.00 from Locking up to Fuel – Open Spaces
  - £ 385.00 from the Beacon to Fuel – Open Spaces
  - £1,000.00 Business rates to gas - PPES

**2022/3-074 – To discuss and resolve to agree to support the Civility & Respect Project from NALC -**

**2022/3-075 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 10<sup>th</sup> October 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-076 HR, Health and Safety and Data Committee**

- a) To receive the report from the Chair of the committee
- b) To resolve to agree the increase of hours and change in job title of a staff member
- c) To discuss and resolve to agree the next stage regarding a staffing matter

*All documentation relating to this agenda will be published with the official minutes.*

## **Appendix 1**

### Open Spaces Chairs Report

The way forward was decided for alterations to the toilets in Carters park. Following the ROSPA report communication and meetings are ongoing for a workable solution to the Slide in Carters Park with the supplier. It was confirmed that the current rules maintain that a grave space cannot be purchased just a memorial without an interment.

Following current ongoing efforts to split a surrendered allotment along with other transitions will result in the current waiting list to be exhausted. Interim follow up allotment inspections went well.

The grass cutting tenders to be recommended to Full Council in two parts, part A as currently contracted, Part B as current minus Netherfields and Hall Gate Cemetery. Holly Cutting tender was discussed and confirmed ready to put out.

Tree work was deferred until next meeting and in receipt of the new tree report. Winter work schedule was discussed and suggested.

## **Appendix 2**

### PPES REPORT

At our last meeting all the planning application comments were agreed.

The SID locations for October were agreed as High St and Holbeach Drove. We also agreed to purchase more fixing plates . Following the meeting at Saturday Bridge we discussed potential improvements and it was agreed to put together some ideas and send these through.

We are awaiting a date for emergency planning training where we will make any amendments to the plan.

Having received 2 quotes for the repair of the windows at Coubro the committee reviewed these and have made a recommendation to full council.

## **Appendix 3**

### Calendar Photographic Competition:

The 13 photographs have been chosen by the judges. The cheapest print option has been agreed and the finished product should be available for sale by early October.

HPC Forums:

The last open forum at Holbeach Hurn Village Hall was well attended and some key issues of concern by members of the public were discussed. The assistant Clerk is to obtain maps of storm water drainage and will report back to the next meeting. Before each full council meeting from now onwards there will be an open forum from 18.45 until 19.10. If any special issues of concern arise throughout the year additional ones will be arranged.

#### Press Releases:

Opening of the Jubilee Garden. The Free press were invited to attend.  
The Inclusive Swing when installed.

The decision to purchase Walkie Talkies for events was postponed until the next meeting. Cllr Hussain will be asked to look into the cost of upgrading the Wi-Fi at Coubro Chambers and increasing the assistant clerks laptop to 8 RAM.

#### CCTV in Carters Park:

The company that was chosen to install this has unfortunately come back to us and said that due to staffing issues they were no longer able to undertake the work. Cllr Hussain is to meet with Cllr's S Hutchinson and Howden to advise on the cost of purchasing the equipment needed and then we will obtain 3 quotes from electricians to complete the installation ourselves.

#### Appendix 4

##### EVENTS REPORT

Cllr Rick Stevens and the clerk have met with a representative from the RBL to discuss the remembrance parade and invitations to groups will be going out shortly.

We are starting to put together ideas for the Christmas event and have agreed to use all of the remaining budget on this event. We plan to have various craft food and charity stalls and entertainment during the afternoon and there will be a lantern parade to end the event. Anyone that wishes to book a stall at the event can contact the clerk or myself.

It was agreed to concentrate on 2 main events next year, the car show and Christmas. We will also look at running some smaller events throughout the year including the yard sales and activities in Carter's park during the summer.

#### Appendix 5

##### Finance Chair Report 1st September

Normal monthly tasks were actioned and all found to be in order.



To enable better reporting for next year Jan, Sophie & myself have re organised the chart of accounts on our accounting software.

We reviewed our current budget for this financial year and very quickly realised that without releasing unspent budgets our total fuel cost is going to be massively overspent. We also have a concern around our utility bills. It is suggested that we carry on monitoring our budgets to ensure that we do not need to release monies from our reserves.

All committees need to review the budgets and projects for next year. It is imperative that this is done and submitted for the Finance meeting in October. Where budgets are to be increased full justification will also need to fully explained.

Should anyone need assistance and guidance for budgeting they should contact Jan as soon as possible.

POSTPONED



20/09/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 26<sup>th</sup> September 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## AGENDA

### **2022/3-065 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-066 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.

**2022/3-067 To resolve to approve as a correct record the notes of the meetings of the Council held on 8<sup>th</sup> August 2022 and to authorise the Chair to sign the official minutes.**

### **2022/3-068 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies

### **2022/3-069 Open Spaces Committee – To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to adopt the amended Cemetery Rules and Regulations

- c) To resolve to agree the recommendation of the Committee the format of the Grass Cutting Tenders
- d) To resolve to agree the recommendation of the committee the way forward with the slide in Carters Park following the communication from the supplier
- e) To resolve to agree to apply for the license from LCC for a half barrel planter at Holbeach St Marks (Parishioner to provide the planter)
- f) To resolve to agree the recommendation of Full Council the way forward with grass cutting whilst the machinery is awaiting repair

### **2022/3-070 Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0584-21 Alterations and upgrades to building retrospective  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0584-21&from=planningSearch>
  - H09-0738-22 - Render of front and rear elevations including change of front door.  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0738-22&from=planningSearch>
  - H09-0135-22 - Appeal under Section 78  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0135-22&from=planningSearch>
  - H09-0859-22 - Proposed single storey extension  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0859-22&from=planningSearch>
  - H09-0581-22 - Amendment re-submission of H09-0119-22  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0581-22&from=planningSearch>
  - H09-0307-22 -Residential development – erection of dwelling  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>

- c) To resolve to agree to support a parishioner for the community speed watch
- d) To resolve to agree the way forward regarding the cemetery chapels roof and to resolve to agree the additional spend of £747.07 & £1,250.28
- e) To resolve to agree the quote for works to the windows at Coubro Chambers
- f) To discuss and resolve to agree the Charitable Collections Policy consultation
- g) To discuss and resolve to agree the Parish Council's comments on the solar farm proposal.

### **2022/3-071 – PR/IT Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee - see appendix 3

- b) To resolve to agree the recommendation of the Finance Committee the CCTV expenditure following the withdrawal of the agreed quotation
- c) To consider and resolve to agree the Parish Council response to the Draft Recommendation in reducing councillor numbers

#### **2022/3-072 – Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 4
- b) To review the Live & Local scheme and resolve to agree the way forward

#### **2022/3-073- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) Further to minute number 2021/2-195 (c) The Clerk/RFO plus, in excess of three Councillors one of which was not a signatory on the Bank Account, made the payments totalling £23,257.45 (list distributed to all Members before payments were made). To note the income for August 2022 of £4019.00  
To note the Bank balances as of 31<sup>st</sup> August 2022, as: Account ending **4844** £2,988.72      Account ending **5394** £5,024.39  
Account ending **01PC** £267,280.79
- c) To resolve to agree to write to LALC regarding training course availability
- d) To resolve to agree the recommendation of the Finance committee to appoint LALC as the internal auditor
- e) To resolve to agree not to opt out of the Smaller Authorities Annual Audit scheme
- f) To resolve to agree the recommendation of the Finance committee to move 2022/23 budgets as follows:
  - £1,000.00 from Horticultural supplies to Fuel – Open Spaces
  - £1,000.00 from Locking up to Fuel – Open Spaces
  - £ 385.00 from the Beacon to Fuel – Open Spaces
  - £1,000.00 Business rates to gas – PPES
- g) To resolve to agree to refund the £20 overpaid on cemetery fees

#### **2022/3-074 – To discuss and resolve to agree to support the Civility & Respect Project from NALC -**

#### **2022/3-075 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 10<sup>th</sup> October 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

#### **2022/3-076 HR, Health and Safety and Data Committee**

- a) To receive the report from the Chair of the committee
- b) To resolve to agree the increase of hours and change in job title of a staff member

- c) To resolve to agree to recommendation of the Committee for the Open Spaces team to carry out repairs to equipment following input from our insurers
- d) To discuss and resolve to agree the next stage regarding a staffing matter

*All documentation relating to this agenda will be published with the official minutes.*

## **Appendix 1**

### Open Spaces Chairs Report

The way forward was decided for alterations to the toilets in Carters park. Following the ROSPA report communication and meetings are ongoing for a workable solution to the Slide in Carters Park with the supplier. It was confirmed that the current rules maintain that a grave space cannot be purchased just a memorial without an interment.

Following current ongoing efforts to split a surrendered allotment along with other transitions will result in the current waiting list to be exhausted. Interim follow up allotment inspections went well.

The grass cutting tenders to be recommended to Full Council in two parts, part A as currently contracted, Part B as current minus Netherfields and Hall Gate Cemetery. Holly Cutting tender was discussed and confirmed ready to put out.

Tree work was deferred until next meeting and in receipt of the new tree report. Winter work schedule was discussed and suggested.

## **Appendix 2**

### PPES REPORT

At our last meeting all the planning application comments were agreed.

The SID locations for October were agreed as High St and Holbeach Drove. We also agreed to purchase more fixing plates . Following the meeting at Saturday Bridge we discussed potential improvements and it was agreed to put together some ideas and send these through.

We are awaiting a date for emergency planning training where we will make any amendments to the plan.

Having received 2 quotes for the repair of the windows at Coubro the committee reviewed these and have made a recommendation to full council.

## **Appendix 3**

Calendar Photographic Competition:

The 13 photographs have been chosen by the judges. The cheapest print option has been agreed and the finished product should be available for sale by early October.

#### HPC Forums:

The last open forum at Holbeach Hurn Village Hall was well attended and some key issues of concern by members of the public were discussed. The assistant Clerk is to obtain maps of storm water drainage and will report back to the next meeting. Before each full council meeting from now onwards there will be an open forum from 18.45 until 19.10. If any special issues of concern arise throughout the year additional ones will be arranged.

#### Press Releases:

Opening of the Jubilee Garden. The Free press were invited to attend.  
The Inclusive Swing when installed.

The decision to purchase Walkie Talkies for events was postponed until the next meeting. Cllr Hussain will be asked to look into the cost of upgrading the Wi-Fi at Coubro Chambers and increasing the assistant clerks laptop to 8 RAM.

#### CCTV in Carters Park:

The company that was chosen to install this has unfortunately come back to us and said that due to staffing issues they were no longer able to undertake the work. Cllr Hussain is to meet with Cllr's S Hutchinson and Howden to advise on the cost of purchasing the equipment needed and then we will obtain 3 quotes from electricians to complete the installation ourselves.

## Appendix 4

### EVENTS REPORT

Cllr Rick Stevens and the clerk have met with a representative from the RBL to discuss the remembrance parade and invitations to groups will be going out shortly.

We are starting to put together ideas for the Christmas event and have agreed to use all of the remaining budget on this event. We plan to have various craft food and charity stalls and entertainment during the afternoon and there will be a lantern parade to end the event. Anyone that wishes to book a stall at the event can contact the clerk or myself.

It was agreed to concentrate on 2 main events next year, the car show and Christmas. We will also look at running some smaller events throughout the year including the yard sales and activities in Carter's park during the summer.



## **Appendix 5**

### Finance Chair Report 1st September

Normal monthly tasks were actioned and all found to be in order.

To enable better reporting for next year Jan, Sophie & myself have re organised the chart of accounts on our accounting software.

We reviewed our current budget for this financial year and very quickly realised that without releasing unspent budgets our total fuel cost is going to be massively overspent. We also have a concern around our utility bills. It is suggested that we carry on monitoring our budgets to ensure that we do not need to release monies from our reserves.

All committees need to review the budgets and projects for next year. It is imperative that this is done and submitted for the Finance meeting in October. Where budgets are to be increased full justification will also need to be fully explained.

Should anyone need assistance and guidance for budgeting they should contact Jan as soon as possible.

03/10/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 10<sup>th</sup> October 2022 at 18:45 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-077 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-078 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.

**2022/3-079 To resolve to approve as a correct record the notes of the meetings of the Council held on 26<sup>th</sup> September 2022 and to authorise the Chair to sign the official minutes.**

### **2022/3-080 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies

### **2022/3-081 Open Spaces Committee –**



- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree the Holly Cutting Tender
- c) To receive an update on the slide and to resolve to agree the way forward

### **2022/3-082 Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0851-22 Residential Development - Erection of Pair of Semi-Detached Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0851-22&from=planningSearch>
  - H09-0913-22 Residential Development - Erection of 6 Houses - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0913-22&from=planningSearch>
  - H09-0845-22 Erection of 100 dwellings with associated parking, roads and drainage - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0845-22&from=planningSearch>
  - H09-0948-22 Extension & alterations - <https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0948-22>
- c) To resolve to agree for all Councillors to sign the documentation from Mossop & Bowser to register the properties
- d) To receive an update regarding the cemetery chapels and resolve to agree the next step

### **2022/3-083 – PR/IT Committee -**

- a) To receive the report from the Chair of the committee – no report

### **2022/3-084 – Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 3
- b) To resolve to agree that the marshals for Remembrance & the Christmas Fair will be volunteers of the Council
- c) To resolve to agree the recommendation of the committee the spend of £2,500 on the Christmas Fayre

### **2022/3-085- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 4
- b) To resolve to agree to authorise the payments for September 2022 and to note the income for September 2022 £4,706.67 and to agree the spend of £40 for flowers for HM The Late Queen Elizabeth II under s.137
- c) To note the Bank balances as of 30<sup>th</sup> September 2022, as: Account ending **4844** £2,945.89                      Account ending **5394** £14,208.89  
Account ending **01PC** £232,527.58



- d) To review the provisional draft committee budgets as recommended by the Finance committee
- e) To resolve to agree to purchase a wreath from the Royal British Legion at a cost of £24.99 under s.137
- f) To resolve to agree the Grant Application from the Royal British Legion Holbeach St Marks
- g) To resolve to agree the recommendation of the committee to add the Deputy Clerk to the Barclays Bank mandate

### **2022/3-086 – Meeting dates 2023**

- a) To resolve to agree the meeting dates and venues for 2023 – see appendix 5

### **2022/3-087 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 14<sup>th</sup> November 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

### **2022/3-088 HR, Health and Safety and Data Committee**

- a) To receive the report from the Chair
- b) To discuss and resolve to agree the update regarding a staffing matter(s)

*All documentation relating to this agenda will be published with the official minutes.*

### **Appendix 1**

Open Spaces Chair report

A way forward with the slide was discussed and recommended to full council. Maintenance of the bowls club was discussed and will be revisited after investigation of costs. Cutting back of trees bordering our sites will be scheduled.

It was agreed about the location of two new rows in Park Road for cremation internment's.

Purchase of a stake and banding machine and new composting area at battlefield allotments to be looked into.

It was discussed to advertise the allotment vacant plots, it was agreed to purchase signage and a gate for Battlefields was discussed as a next year project.

It was agreed that the vehicle gate at Netherfields be locked off for the winter following forcing it open issues.



Two tender formats for grass cutting were recommended to full council.

Following the in-depth tree report it was discussed to put out the tree work to tender.

It was recommended that a parishioner from Holbeach Hurn contact the playing field committee re ongoing mole issues in the first instance and to advise about the grant scheme if needed.

Quotes were discussed for the next financial years open spaces projects and both the project funding and proposed budgets were discussed and recommended to the finance committee in preparation to going forward to full council.

A way forward re the repair of the kubota was discussed and recommended to full council.

## **Appendix 2**

PPES report

Unfortunately we were unable to meet in September but we will be meeting this week on Wednesday 5th Oct.

Work is due to restart on the chapels this week and we also have a meeting with the conservation officer to discuss our future plans.

We are due to meet regarding the Emergency Plan that we drew up earlier in the year . This will happen on 13th Oct and any details that need to be added will be done ready to bring back to full council.

The bowls club will be vacating at the end of this month but we are working with them and hope to come up with a suitable plan so they can still continue to use the space as a club but also allow other groups or members of the public to use the space.

## **Appendix 3**

EVENTS REPORT

Most of the letters have gone out to organisations inviting them to the remembrance parade on 13th Nov. We have had another meeting with the RBL and the church and things are progressing well. Final details will be discussed at our next meeting.

The Xmas Fayre is coming together and there has been lots of interest from stall holders. Posters will be going out in the next few days along with letters to the businesses informing them of what we have planned. We are also sending out letters to all the schools explaining how the children can be involved in the event. We will be doing a press release in the



coming weeks and more information will be posted on Facebook promoting what is happening on the day.

At our last meeting we discussed the possibility of a Farmer's market. We all felt this would be something the public would be interested in and we will be looking into the possibility of progressing this idea in the coming months.

Finally can I please ask that any councillors that are available on 13th Nov and 3rd Dec to let the clerk know so we can start to work out the stewards for these events. If any members of the public are interested in helping then also please get in touch with the clerk.

#### **Appendix 4**

##### Finance Chair Report

A sample of the months invoices were checked and all was correct. The RFO pointed out the increase of electric prices.

It was suggested to approach the other member of finance to enquire if he would be included in the banking mandate.

The preliminary draft budgets were reviewed, and these suggestions will go back to the committees.

#### **Appendix 5**

##### 2023 meeting dates

Dates and times of meetings for the 2023 calendar year

<b>Date</b>	<b>Venue</b>
Monday 16 <sup>th</sup> January 2023	Methodist Hall, Albert Walk
Monday 13 <sup>th</sup> February 2023	Methodist Hall, Albert Walk
Monday 13 <sup>th</sup> March 2023	Methodist Hall, Albert Walk
Tuesday 11 <sup>th</sup> April 2023	Methodist Hall, Albert Walk
Monday 15 <sup>th</sup> May 2023	Methodist Hall, Albert Walk
Monday 12 <sup>th</sup> June 2023	Holbeach Hurn Village Hall



Monday 10 <sup>th</sup> July 2023	Holbeach St Marks Village Hall
Monday 14 <sup>th</sup> August 2023	Holbeach St Johns Village Hall
Monday 11 <sup>th</sup> September 2023	Methodist Hall, Albert Walk
Monday 9 <sup>th</sup> October 2023	Methodist Hall, Albert Walk
Monday 13 <sup>th</sup> November 2023	Methodist Hall, Albert Walk
Monday 12 <sup>th</sup> December 2023	Methodist Hall, Albert Walk

26/10/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extra-ordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Tuesday 1<sup>st</sup> November 2022 at 18:00 at which the under mentioned business will be transacted.

Yours sincerely,



Cllr Stephen Johnson – Chairman

## AGENDA

### **2022/3-089 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

**2022/3-090 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.

**To resolve 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**

### **2022/3-091 – PR/IT**

- a) To resolve to agree the CCTV price for parts and labour following the withdrawal of the original tenderer

### **2022/3- 092- Open Spaces**

- a) To resolve to agree the price for the tree work
- b) To resolve to agree the grass cutting tenderer

### **2022/3-093 HR, Health and Safety and Data Committee**

- a) To resolve to agree to set up a sub-committee to deal with a staffing issue
- b) To resolve to agree the way forward with a staffing matter
- c) To discuss and resolve to agree the update regarding a separate staffing matter

08/11/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 14<sup>th</sup> November 2022 at 19:00 at which the under mentioned business will be transacted.

**Please note: There will be an informal open forum meeting for members of the public to ask questions and make representation from 18:30 to 18:55 Filming will not be permitted during this session.**

There will be a public forum for a maximum of 1 minute when members of the public may ask questions or make short statements relating to this agenda, to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-089 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-090 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.

### **2022/3-091 Minutes –**

To resolve to approve as a correct record the notes of the meetings of the Council held on 10<sup>th</sup> October 2022 and 1<sup>st</sup> November 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-092 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt to the council those who have submitted papers

#### **2022/3-093 Open Spaces Committee –**

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to ask the company that installed the slide to remove it as it is not fit for purpose
- c) To resolve to agree the recommendation of the committee to increase the cemetery fees from 1<sup>st</sup> April 2023
- d) To resolve to agree to purchase new wildlife watering troughs
- e) To resolve to agree when to stop grass cutting for this season

#### **2022/3-094 Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0307-22 Amendment 4 - Amendment to western boundary -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
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- a) To receive the report from the Chair of the Committee – see appendix 5
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- g) To resolve to agree the telephone contract for the office

**2022/3-098 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 12<sup>th</sup> December 2022 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-099 Unpublished policy**

- a) To resolve to agree the amendments to the unpublished policy

**2022/3-100 Allotments**



- a) To resolve to agree the situation with an allotment site

### **2022/3-101 HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive the report from the Chair
- b) To discuss and resolve to agree the update regarding a staffing matter(s)
- c) To resolve to agree the HR, Health and Safety & Data Protection draft budget
- d) To resolve to agree to serve notice on our HR advisors
- e) To resolve to agree the prices for HR services from September 2023

*All documentation relating to this agenda will be published with the official minutes.*

### **Appendix 1**

#### **Carters park**

An in depth discussion about the next actions about the slide agreements that it was not what was ordered and as the solutions offered by the company are not acceptable in relation to what we want to be delivered in the interest of the public. Therefore, the suggestion was tabled to request its removal.

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It was discussed to replant the war memorial in preparation for the upcoming remembrance celebrations. It was debated to as far as possible use sustainable planting.

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The tenders were deferred to the next full council meeting. At which point sealed tree work tenders were discussed in extraordinary meeting, six-week notice has been sourced from SHDC for conservation area work.



## Budgets 2023/4

2023/4 Budgets were discussed and debated and recommended to the Finance Committee at £67,072. Following debate, it was requested to put forward two budgets, one with projects included and one without. Budget without projects £47,572 due to a breakdown on project costs of Carters Park youth area £8000; Seating and Inclusive trampoline £6500; Netherfields £5000.

## Appendix 2

### PPES report

The planning applications we discussed, and comments agreed. We were unhappy with one application and wanted to look into it in more details, so we have added it to full council agenda to agree our comment.

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The lease for Holbeach Bank football club is due to expire next May so it was agreed to contact the Crown to seek their view on any future lease before contacting the club.

It was agreed to renew the lease on room 3 in Coubro subject to a small increase in rent due to the increased energy costs.

It was agreed to continue with the cleaning contract for Coubro.

Following the kind donation by Chosen we will be ordering the defibrillator for the phone box.

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The calendars have been printed and it was agreed that they should go on sale for £4 each. Cllr Howden to deliver one to each of the local businesses that sponsored us in ITS production. Prize giving and photos are being arranged.

It was agreed to defer the discussions regarding the purchase of a camera for recording council meeting's to the next committee meeting.

It was agreed to publish an events calendar for next year and a resume of our events staged in 2022.

It was agreed that the next open forum will commence at 18.45 and run for 25 minutes before the full council meeting on Monday 14th November and will not be recorded or any notes taken. Members of the public present may also not film this.

The deputy clerk is to contact the drainage board for maps of Boston Road South.

It was agreed to recommend our proposed budget for 2023/24 to the finance committee.

Next meeting is at 3pm on 28th November at Coubro Chambers.

## Appendix 4

### Events report November

At our last meeting we finalised the details for remembrance which will take place on Sunday 13th November. The parade will start from the ex serviceman's club leaving at approx 2.15 and arriving at the war memorial at approx 2.30 for the wreath laying ceremony followed by a church service. We would like to thank the RBL and All Saints church for working with us to organise this act of remembrance.

The Christmas fayre will take place on 3rd December from 12 noon. The High St will be closed during the event from Barrington Gate to the traffic lights. There will be a mixture of food, craft and charity stalls on the High St and in the churchyard along with a snow globe and rodeo reindeer to keep people entertained.

All Saints church are organising a Christmas tree festival on the same day and we hope to decorate the trees in the churchyard with handmade decorations. If any groups or individuals wish to make decorations they can drop them in to the parish office by 1st December.

Santa will be there on the day at Jamie's Carpets giving out presents to the children. There will also be an advent duck trail around the town for children to find the clues and they can then collect a treat from our stall. We will also be selling the Holbeach calendar at the event.

At 4pm we will gather at the junction of Barrington Gate ready for the lantern parade. You can make your own lantern and bring it along, we will supply a battery tea light, or you can purchase a lantern from our stall on the day. Ideas for how to make your lantern will be on our Facebook page. The parade will go through the High St to the Christmas tree in the churchyard where there will be carols lead by All Saints choir.

We will also announce the winner of the best window competition on the day so lots going on through out the day. If anyone is free to help for a couple of hours during the event please let either myself or the clerk know.

We discussed ideas to celebrate the Coronation next year and we will be putting together the details at our next meeting.

## Appendix 5

### Finance committee report 7th November 2022

Budgets for this financial year were reviewed, we still need to remain cautious due to the continued uncertainty in the energy market.

Next year's draft budget has been reviewed and we will be in the position to submit a final budget for the December meeting of the full council.

The Clerk and I are arranging a meeting with the council's investment advisors. In this time of uncertainty, we need to ensure that our capital investment is totally secure.

08/11/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 14<sup>th</sup> November 2022 at 19:00 at which the under mentioned business will be transacted.

**Please note: There will be an informal open forum meeting for members of the public to ask questions and make representation from 18:30 to 18:55 Filming will not be permitted during this session.**

There will be a public forum for a maximum of 1 minute when members of the public may ask questions or make short statements relating to this agenda, to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council

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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-089 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-090 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.

### **2022/3-091 Minutes –**

To resolve to approve as a correct record the notes of the meetings of the Council held on 10<sup>th</sup> October 2022 and 1<sup>st</sup> November 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-092 Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt to the council those who have submitted papers

#### **2022/3-093 Open Spaces Committee –**

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to ask the company that installed the slide to remove it as it is not fit for purpose
- c) To resolve to agree the recommendation of the committee to increase the cemetery fees from 1<sup>st</sup> April 2023
- d) To resolve to agree to purchase new wildlife watering troughs
- e) To resolve to agree when to stop grass cutting for this season

#### **2022/3-094 Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0307-22 Amendment 4 - Amendment to western boundary -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
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15/11/2022

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Yours sincerely,



Cllr Sophie Hutchinson – Vice-Chair

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#### **Cemeteries**

Increase in cemetery fees were debated and have been recommended to full council.

Concerns were raised from parishioners on overhanging trees and dogs being let of the lead. The winter schedule of works is underway to address the tree and hedge work.

#### **Allotments**

Following the unoccupied allotments being reworked/re let the waiting list has been exhausted. Allotment re inspections will be carried out on 24th November. It was confirmed how allotment rents have been historically charged in arrears as current legislation states. Applications for fruit trees, sheds and a greenhouse were heard.

#### **Churchyard**

It was discussed to replant the war memorial in preparation for the upcoming remembrance celebrations. It was debated to as far as possible use sustainable planting.

#### **Tree work**

The tenders were deferred to the next full council meeting. At which point sealed tree work tenders were discussed in extraordinary meeting, six-week notice has been sourced from SHDC for conservation area work.

## Budgets 2023/4

2023/4 Budgets were discussed and debated and recommended to the Finance Committee at £67,072. Following debate, it was requested to put forward two budgets, one with projects included and one without. Budget without projects £47,572 due to a breakdown on project costs of Carters Park youth area £8000; Seating and Inclusive trampoline £6500; Netherfields £5000.

## Appendix 2

### PPES report

The planning applications we discussed, and comments agreed. We were unhappy with one application and wanted to look into it in more details, so we have added it to full council agenda to agree our comment.

The locations for the SIDs were agreed as Holbeach St Johns and Church St Work has started on the chapel roof and a contractor has been out to look at the windows to give an estimate for work required.

The bowls club lease has now ended and they will be returning the keys this week. We will be looking at costings for them and individuals to hire the area ready for the new season.

The lease for Holbeach Bank football club is due to expire next May so it was agreed to contact the Crown to seek their view on any future lease before contacting the club.

It was agreed to renew the lease on room 3 in Coubro subject to a small increase in rent due to the increased energy costs.

It was agreed to continue with the cleaning contract for Coubro.

Following the kind donation by Chosen we will be ordering the defibrillator for the phone box.

## Appendix 3

The calendars have been printed and it was agreed that they should go on sale for £4 each. Cllr Howden to deliver one to each of the local businesses that sponsored us in ITS production. Prize giving and photos are being arranged.

It was agreed to defer the discussions regarding the purchase of a camera for recording council meeting's to the next committee meeting.

It was agreed to publish an events calendar for next year and a resume of our events staged in 2022.

It was agreed that the next open forum will commence at 18.45 and run for 25 minutes before the full council meeting on Monday 14th November and will not be recorded or any notes taken. Members of the public present may also not film this.

The deputy clerk is to contact the drainage board for maps of Boston Road South.

It was agreed to recommend our proposed budget for 2023/24 to the finance committee.

Next meeting is at 3pm on 28th November at Coubro Chambers.



## Appendix 4

### Events report November

At our last meeting we finalised the details for remembrance which will take place on Sunday 13th November. The parade will start from the ex serviceman's club leaving at approx 2.15 and arriving at the war memorial at approx 2.30 for the wreath laying ceremony followed by a church service. We would like to thank the RBL and All Saints church for working with us to organise this act of remembrance.

The Christmas fayre will take place on 3rd December from 12 noon. The High St will be closed during the event from Barrington Gate to the traffic lights. There will be a mixture of food, craft and charity stalls on the High St and in the churchyard along with a snow globe and rodeo reindeer to keep people entertained.

All Saints church are organising a Christmas tree festival on the same day and we hope to decorate the trees in the churchyard with handmade decorations. If any groups or individuals wish to make decorations they can drop them in to the parish office by 1st December.

Santa will be there on the day at Jamie's Carpets giving out presents to the children. There will also be an advent duck trail around the town for children to find the clues and they can then collect a treat from our stall. We will also be selling the Holbeach calendar at the event.

At 4pm we will gather at the junction of Barrington Gate ready for the lantern parade. You can make your own lantern and bring it along, we will supply a battery tea light, or you can purchase a lantern from our stall on the day. Ideas for how to make your lantern will be on our Facebook page. The parade will go through the High St to the Christmas tree in the churchyard where there will be carols lead by All Saints choir.

We will also announce the winner of the best window competition on the day so lots going on through out the day. If anyone is free to help for a couple of hours during the event please let either myself or the clerk know.

We discussed ideas to celebrate the Coronation next year and we will be putting together the details at our next meeting.

## Appendix 5

### Finance committee report 7th November 2022

Budgets for this financial year were reviewed, we still need to remain cautious due to the continued uncertainty in the energy market.

Next year's draft budget has been reviewed and we will be in the position to submit a final budget for the December meeting of the full council.

The Clerk and I are arranging a meeting with the council's investment advisors. In this time of uncertainty, we need to ensure that our capital investment is totally secure.

06/12/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 12<sup>th</sup> December 2022 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-102 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-103 - 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.

### **2022/3-104 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 21<sup>st</sup> November 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-105 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt to the council those who have submitted papers

### **2022/3-106 - Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 1
- b) To resolve to agree to authorise the payments for November 2022 and to note the income for November 2022 of £7,811.78



- c) To note the Bank balances as of 30<sup>th</sup> November 2022 as follows:  
Account ending **4844** £5,760.46                      Account ending **5394** £37,588.95  
Account ending **01PC** £183,227.98
- d) To review the insurance renewal as recommended by the committee
- e) To resolve to agree the vehicle insurance renewal
- f) To resolve to agree the s.137 spend of £38.39 on sweets for the Christmas Fayre and the s.137 spend of £1.67 on cleaning products for the war memorial at Holbeach St Johns
- g) To resolve to agree the Cash Handling Policy as recommended by the Finance Committee
- h) To resolve to agree the recommendation of the committee to purchase of genuine parts for the Kubota
- i) To resolve to agree the recommendation of the committee the budget review in that the Council sell the remaining red diesel and the Clerk speak to the Tree officer re the cedar in Park Road Cemetery

**To resolve 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 for agenda item 2022/3-107 & 2022/3-108 only (public can re-enter after these agenda item)**

**2022/3-107- Staff salaries**

- a) To resolve to agree the staff salaries for the 2023/4 Budget

**2022/3-108- Bowls lawn maintenance**

- a) To resolve to agree the price of the tender for Bowls green maintenance

**2022/3-109 – Budgets 2023/4**

- a) To resolve to agree the budget for 2023/4 including projects as recommended by the Finance Committee and for the Chair to sign the Precept

**2022/3-110 - Open Spaces Committee - To elect interested members to the committee**

- a) To resolve to agree the allotment payment procedure when signing an allotment lease

**2022/3-111 - Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the Committee – see appendix 2
- b) To resolve to agree the planning & TRO responses:

Application No:	Proposal:
H09-1118-22	RESERVED MATTERS (Phase 3) - outline approval H09-0521-14
H09-0851-22	AMENDMENT RECEIVED Residential Development for One Dwelling
H09-1119-22	Erection of 12 commercial units with associated access
H09-1134-22	Proposed garage and games room

TRO	Proposed speed limit change Penny Hill
-----	--

- c) To receive an update on the cemetery chapels roof and resolve to agree the way forward
- d) To resolve to agree to support a parishioner regarding a speed reduction on the B1166 Shepeau Stow/Holbeach Drove
- e) To discuss pedestrian safety in Park Road and to resolve to agree to support parishioners in their initiative, as recommended by the committee.
- f) To resolve to agree to write to SHDC regrading developments within Holbeach, s.106 agreements and infrastructure improvements as recommended by the committee and to publish this letter.

#### **2022/3-112 - PR/IT Committee**

- a) To resolve to agree the recommendation of the committee the amendments to the community engagement and communication policy to include aspects of Mablethorpe's public participation at meetings policy
- b) To resolve to agree the spend on leaflets to be inserted into newspapers
- c) To resolve to agree to purchase the CCTV signage

#### **2022/3-113 - Events Committee**

- a) To receive the report from the Chair of the committee – see appendix 3

#### **2022/3-114 – Committee Structure**

- a) To resolve to agree to amend the committees by merging PR into Events and IT in Finance
- b) To resolve to agree to amend the Terms of Reference for Events & Finance

#### **2022/3-115 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 16<sup>th</sup> January 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

#### **2022/3-116 - Carters Park**

- a) To resolve to agree the arrangements for opening Carters Park during the Christmas shutdown

#### **2022/3-117 – Holbeach Bank**

- a) To resolve to agree the option regarding the lease renewal for Holbeach Bank FC

#### **2022/3-118 - HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the Staff holidays over the Christmas holiday
- b) To resolve to agree the arrangements with staff salaries for December
- c) To receive the report from the Chair of the committee



## **Supporting Documents:**

### **Finance Chair Report:**

Finance committee met on the 5th December. Normal activities were proposed and agreed to go to the next full council meeting.

This year's budgets were reviewed and as last month we continue to be cautious on any further spend. Next year's budgets, with and without project were reviewed and approved to go to full council.

We discussed the purchase of spare parts that were required for the older Kubota. Current investments will be reviewed with the financial advisor on the 15th December. Finally, we have to thank the clerk for producing the cash handling policy procedure document.

### **Planning, Properties, Emergency Planning and Speeding Chair Report:**

All the planning applications were discussed, and comments agreed at our last meeting. Following discussions about an application to reduce the affordable housing numbers the committee decided to draft a letter raising our concerns with the planning process which is an agenda item for full council.

Having raised the issues with pedestrian safety in Park Rd several months ago and requesting some form of crossing there are now more concerns being raised by the public. The committee feels we should revisit this and ask LCC to look again at what can be done.

Following more accidents at Saturday Bridge it was agreed to ask for an update on any proposed improvements.

Holbeach Bank Football club lease will expire in May 2023, and this is a separate agenda item at full council.

### **Events Chair Report:**

The Christmas fayre went extremely well with the town busy all day. We have had some very positive comments from the public and traders and also a few negatives which we will discuss in detail at our next events meeting. We hope to arrange a meeting for any interested parties in the New Year to start the planning for next year's event.

It has been a busy year for the committee, and we are looking forward to next year's events which we hope to grow and improve. If anyone is interested in helping out at these events or have any ideas for new events, please get in touch with the clerk.

06/01/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 16<sup>th</sup> January 2023 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-119 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-120 - 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.

### **2022/3-121 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 12<sup>th</sup> December 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-122 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies

### **2022/3-123 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 31<sup>st</sup> December 2022 as follows:  
Account ending **4844** £2,300.91 Account ending **5394** £22,761.95



Account ending **01PC** £183,617.25

- c) To resolve to agree the insurance renewal as recommended by the committee
- d) To resolve to agree to authorise the payments for December 2022 and to note the income for December 2022 of £4,513.19
- e) To resolve to agree the recommendation of the committee in regard to the Council's investments
- f) To resolve to agree the recommendation of the committee regarding the grant application received

**2022/3-124 - Open Spaces Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on the slide following the meeting with the supplier/installer on the 19<sup>th</sup> December and to resolve to agree the next step
- c) To resolve to agree to give permission to the organisers of the Food Festival, the use of Carters Park on the 3<sup>rd</sup> September 2023
- d) To discuss and resolve to agree the way forward with Battlefield allotments following the letter received from the Farmer Education Trust

**2022/3-125 - Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on the cemetery chapels roof and resolve to pay the interim payment
- c) To resolve to agree to go to tender for the works to the windows of the cemetery chapels
- d) To resolve to agree to apply to remove condition 3 of the planning consent H09-0756-14 dated 10<sup>th</sup> September 2014

**2022/3-126 – Former PR/IT Committee**

- a) To resolve to agree the minutes of the final PR/IT committee meeting of the 28<sup>th</sup> November 2022

**2022/3-127 - Events & PR Committee**

- a) To receive the report from the Chair of the committee
- b) To resolve to agree to co-opt interest members to the committee

**2022/3-128 – Carters Park Charity**

- a) To resolve to agree to pay for legal fees to update documentation

**2022/3-129 – Grass Verge cutting**

- a) To resolve to agree to not pay for grass verge cutting as per last year

**2022/3-130 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 13<sup>th</sup> February 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-131 – Coubro Chambers**

- a) To resolve to agree the situation regarding a tenancy

**2022/3-132 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee  
b) To resolve to agree the recommendation of the committee the next stage in an ongoing staffing matter  
c) To resolve to agree to write to the Chief Executive of SHDC regarding the Monitoring Officer's role  
d) To resolve to agree to update the Clerk's delegated powers

23/01/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Monday 30<sup>th</sup> January 2023 at 18:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Stephen Johnson - Chair

## AGENDA

### 2022/3-133 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### 2022/3-134 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.

### 2022/3-135 Administration Software

- a) To resolve to agree the way forward with the administration software

### 2022/3-136 Insurance

- a) To resolve to agree the new three-year term

**To resolve 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**

### 2022/3-137 HR, Health and Safety and Data Protection Committee

- a) To resolve to agree the recommendation of the Committee in terms of the next step in a staffing matter
- b) To resolve to agree the way forward with a new staffing issue

06/02/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 13<sup>th</sup> February 2023 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-133 – Chair**

- a) To elect a Chair of the Council

### **2022/3-134- Vice-Chair**

- a) To elect a Vice-Chair of the Council

### **2022/3-135 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-136 - 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.

### **2022/3-137 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 16<sup>th</sup> January 2023 and 30<sup>th</sup> January 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-138 - Clerks report**



- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To receive a report on the election process

### **2022/3-139- Terms of reference**

- a) To resolve to agree to add a clause to each Committee terms of reference to say, "If a Committee is unable to meet due to being inquorate and execute it's delegated powers, business to be transacted on the agenda can be placed on the agenda of another suitable meeting".

### **2022/3-140 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 31<sup>st</sup> January 2023 as follows:  
Account ending **4844** £3,000.00 Account ending **5394** £11,983.76  
Account ending **01PC** £183,617.25
- c) To resolve to agree to authorise the payments for January 2023 and to note the income for January 2023 of £4,146.87
- d) To resolve to agree the recommendation of the committee the arrangements for paying April invoices
- e) To resolve to agree the recommendation of the committee regarding the banking arrangements
- f) To resolve to agree to move the following budgets as per the recommendation of the committee
  - i. Surplus £3,000 from Park Road cemetery fees for grass cutting to the end of this financial year
  - ii. Move insurance surplus from 4070 (£600) to 4075 (Venue hire £300) & 4080 (Stationery £300)
  - iii. Insurance surplus from both Kubotas to repairs £642
  - iv. Surplus from Council Tax (4605 £500) to business rates Hall Gate (4055 £500)
  - v. Surplus cleaning supplies (4690 £300) to cleaning (4685 £300)
  - vi. Redecoration (4700 - £2,000) at Coubro to windows (4696 - £2,000)
  - vii. Use surplus Events & PR budget for advertising and signs - £395

### **2022/3-141 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to obtain prices for all open spaces projects for 2023/4 in line with the Council's Financial Regulations

### **2022/3-142 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree the quote for the installation of the defibrillator in the telephone box on the High Street in line with the Council's Financial Regulations
- c) To resolve to agree the Council's response to the consultation regarding waiting restriction on Park Road, unnamed road, and Market Rasen Way

- d) To resolve to agree to get quotes for the works to the safe at Coubro Chambers in line with the Council's Financial Regulations
- e) To resolve to agree the request to decorate Office 3 at Coubro Chambers by the tenant

#### **2022/3-143 - Events & PR Committee**

- a) To receive the report from the Chair of the committee
- b) To resolve to agree the price for toilet hire for the car show

#### **2022/3-144 – Council four year plan**

- a) To resolve to agree that the Clerk in conjunction with the committees will commence a plan of objectives for the next Council Term, as required by the Clerk's CiLCA course

#### **2022/3-145 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 13<sup>th</sup> March 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

#### **2022/3-146 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the next steps in the process of an ongoing staffing matter
- c) To receive an update on staff costings and recruitment

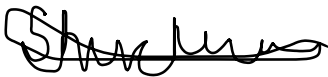
16/02/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 23<sup>rd</sup> February 2023 at 19:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Sophie Hutchinson - Chair

## AGENDA

### **2022/3-147 Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 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.

**To resolve 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**

### **2022/3-149 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the recommendation of the Council's legal advisors in terms of the next step in a staffing matter

03/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 13<sup>th</sup> March 2023, preceded by the Annual Parish Meeting, at 19:10 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree the delegated powers of the Clerk.

### **2022/3-151 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:

Account ending **4844** £3,277.55 Account ending **5394** £12,720.78  
Account ending **01PC** £139,522.00

- c) To resolve to agree to authorise the payments for February 2023 and to note the income for February 2023 of £3,818.97
- d) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- e) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- f) To resolve to agree to move budgets as per the recommendation of the Committee
- g) To resolve to agree the draft Ear Marked Reserves for 2023-24

**2022/3-152 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

**2022/3-153 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

**2022/3-154 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

**2022/3-156 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-157 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-158 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment

- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park

Postponed

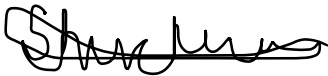
13/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Friday 17<sup>th</sup> March 2023 at 18:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Sophie Hutchinson - Chair

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree to co-opt interested parties to the Council
- d) To resolve to agree the delegated powers of the Clerk.

### **2022/3-151 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:  
Account ending **4844** £3,277.55 Account ending **5394** £12,720.78

Account ending **01PC** £139,522.00

- e) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- f) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- g) To resolve to agree to move budgets as per the recommendation of the Committee
- h) To resolve to agree the draft Ear Marked Reserves for 2023-24

**2022/3-152 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

**2022/3-153 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

**2022/3-154 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

**2022/3-156 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-157 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-158 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park



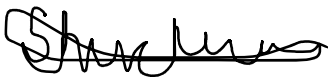
17/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 23<sup>rd</sup> March 2023 at 19:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Sophie Hutchinson - Chair

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree to co-opt interested parties to the Council
- d) To resolve to agree the delegated powers of the Clerk.

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- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:

Account ending **4844** £3,277.55 Account ending **5394** £12,720.78

Account ending **01PC** £139,522.00

- e) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- f) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- g) To resolve to agree to move budgets as per the recommendation of the Committee
- h) To resolve to agree the draft Ear Marked Reserves for 2023-24

**2022/3-152 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

**2022/3-153 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

**2022/3-154 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

**2022/3-156 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-157 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-158 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park

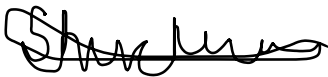
17/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 23<sup>rd</sup> March 2023 at 19:00 at which the under mentioned business will be transacted.

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

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Yours sincerely,



Cllr Sophie Hutchinson - Chair

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
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- d) To resolve to agree the delegated powers of the Clerk.

### **2022/3-151 - Finance & Admin Committee**

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- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:

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Account ending **01PC** £139,522.00

- e) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- f) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- g) To resolve to agree to move budgets as per the recommendation of the Committee
- h) To resolve to agree the draft Ear Marked Reserves for 2023-24

**2022/3-152 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

**2022/3-153 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

**2022/3-154 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

**2022/3-156 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-157 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-158 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park

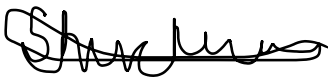
24/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 30th March 2023 at 19:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Sophie Hutchinson - Chair

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and 23<sup>rd</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree the delegated powers of the Clerk.
- d) To resolve to agree to hold a meet and greet and basic training session for the new Council.
- e) To resolve to agree the process for commencing the Council's four-year plan as previously agreed under minute reference 2022/3-144 (a)

### **2022/3-151- Policy**

- a) To resolve to agree the Training and Development Policy

### **2022/3-152 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:  
Account ending **4844** £3,277.55 Account ending **5394** £12,720.78  
Account ending **01PC** £139,522.00
- c) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- d) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- e) To resolve to agree the draft Ear Marked Reserves for 2023-24
- f) To resolve to ratify the payments made of £44,781.93 under delegated powers minute reference: 2022/3-195 (c)
- g) To discuss and resolve to agree an IT review.
- h) To resolve to agree the membership requirements of the Finance & Admin Committee following the election.

### **2022/3-153 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

### **2022/3-154 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

### **2022/3-155 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

### **2022/3-156 – Agenda items requested by Cllr M Murfet**

- a) To discuss and resolve to agree the way forward with Council and Committee communication.
- b) To discuss and resolve to agree the way forward with recommendations from the monitoring officer to be enforced.
- c) To discuss and resolve to agree a way forward with whistleblowing for staff and Councillors.
- d) To discuss and resolve to agree training of the Nolan principles and to ensure Councillors are accountable.

- e) To discuss and resolve to agree to arrange a recorded Full Council meeting with a LALC representative and District Council representative to address issues with both the Localism Act 2011 and Local Governance.
- f) To discuss and resolve to agree the way forward with HR advice from our legal advisors.
- g) To discuss and resolve to agree the way forward with the HR structure and membership.

**2022/3-157 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-158 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-159 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park

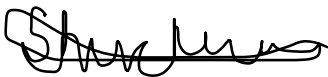
24/03/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend an extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 30th March 2023 at 19:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Cllr Sophie Hutchinson - Chair

## AGENDA

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and 23<sup>rd</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerks report**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree the delegated powers of the Clerk.
- d) To resolve to agree to hold a meet and greet and basic training session for the new Council.
- e) To resolve to agree the process for commencing the Council's four-year plan as previously agreed under minute reference 2022/3-144 (a)





### **2022/3-151- Policy**

- a) To resolve to agree the Training and Development Policy

### **2022/3-152 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 28<sup>th</sup> February 2023 as follows:  
Account ending **4844** £3,277.55 Account ending **5394** £12,720.78  
Account ending **01PC** £139,522.00
- c) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- d) To resolve to agree to pay the temporary contractor from the Open Spaces salary budget.
- e) To resolve to agree the draft Ear Marked Reserves for 2023-24
- f) To resolve to ratify the payments made of £44,781.93 under delegated powers minute reference: 2022/3-195 (c)
- g) To discuss and resolve to agree an IT review.
- h) To resolve to agree the membership requirements of the Finance & Admin Committee following the election.

### **2022/3-153 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

### **2022/3-154 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

### **2022/3-155 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

### **2022/3-156 – Agenda items requested by Cllr M Murfet**

- a) To discuss and resolve to agree the way forward with Council and Committee communication.
- b) To discuss and resolve to agree the way forward with recommendations from the monitoring officer to be enforced.
- c) To discuss and resolve to agree a way forward with whistleblowing for staff and Councillors.
- d) To discuss and resolve to agree training of the Nolan principles and to ensure Councillors are accountable.

- e) To discuss and resolve to agree to arrange a recorded Full Council meeting with a LALC representative and District Council representative to address issues with both the Localism Act 2011 and Local Governance.
- f) To discuss and resolve to agree the way forward with HR advice from our legal advisors.
- g) To discuss and resolve to agree the way forward with the HR structure and membership.

**2022/3-157 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Tuesday 11<sup>th</sup> April 2023 at the Methodist Church Hall, Albert Walk, Holbeach

**To resolve 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**

**2022/3-158 – PPES**

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

**2022/3-159 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To resolve to agree the way forward with the temporary contract
- d) To receive an update on Carters Park

03/04/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Tuesday 11<sup>th</sup> April 2023 at 19:00 at which the under mentioned business will be transacted.

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

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Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-147 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

### **2022/3-148 - 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.

### **2022/3-149 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> February 2023 and 23<sup>rd</sup> February 2023 and to authorise the Chair to sign the official minutes.

### **2022/3-150 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree the delegated powers of the Clerk.
- d) To resolve to agree to hold a meet and greet and basic training session for the new Council.
- e) To resolve to agree the process for commencing the Council's four-year plan as previously agreed under minute reference 2022/3-144 (a)

### **2022/3-151- New policy**

- a) To resolve to agree the Training and Development Policy

### **2022/3-152 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 31<sup>st</sup> March 2023 as follows:  
Account ending **4844** £3,000.00 Account ending **5394** £8,336.32  
Account ending **01PC** £155,482.92
- c) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- d) To resolve to agree the Ear Marked Reserves for 2023-24
- e) To resolve to ratify the payments made of £44,781.93 under delegated powers minute reference: 2022/3-195 (c)
- f) To resolve to agree to authorise the payments for March 2023 of £20,358.48 and to note the income of £4,125.22
- g) To discuss and resolve to agree an IT review.
- h) To resolve to agree the membership requirements of the Finance & Admin Committee following the election.

### **2022/3-153 - Open Spaces Committee – To elect interested members to the Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

### **2022/3-154 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee

### **2022/3-155 - Events & PR Committee – To elect interested members to the Committee**

- a) To receive the report from the Chair of the committee

### **2022-3 -156 – Policy review**

- a) To resolve to agree the review of Standing Orders
- b) To resolve to agree the review of the Code of Conduct
- c) To resolve to agree the review of the following Finance & Admin Committee policies
  - I. Asset disposal policy
  - II. Financial regulations
  - III. Financial risk assessment
  - IV. Fixed asset capitalisation policy
  - V. Fixed asset policy
  - VI. Grant application form
  - VII. Grant awarding policy



- VIII. Members expenses policy
- IX. Procurement policy
- X. Reserves policy

- d) To resolve to agree the review of the Open Spaces Committee policies
  - i. Allotment application form
  - ii. Allotment rules & regulations
  - iii. Cemetery rules & regulations
  - iv. Memorial policy & regulations
  - v. Memorial application form
  - vi. Scattering of ashes policy
  - vii. Play equipment policy
  - viii. Tree and log policy
  - ix. Monthly play inspection form
- e) To resolve to agree the review of the PPES Committee policies
  - i. Planning responses policy
- f) To resolve to agree the Events & PR policy review
  - i. Community engagement & communication policy
  - ii. Volunteer policy
  - iii. Councillor co-option policy
- g) To resolve to agree the review of the HR, H & S and Data Protection Committee policies
  - i. Abusive, persistent, or vexatious complaints policy
  - ii. Policy on handling Freedom of Information requests
  - iii. Public complaints & concerns procedure
  - iv. Data breach procedure
  - v. Data protection policy
  - vi. General privacy notice
  - vii. Subject access request procedure and template letter
  - viii. Employee handbook
  - ix. Health & safety policy
  - x. 48 hour opt out
  - xi. Deductions from pay agreement.
  - xii. Pool vehicle rules
- h) To resolve to agree the publication scheme

**2022/3-157 – Agenda items requested by Cllr M Murfet**

- a) To discuss and resolve to agree the way forward with Council and Committee communication.

- b) To discuss and resolve to agree the way forward with recommendations from the monitoring officer to be enforced.
- c) To discuss and resolve to agree a way forward with whistleblowing for staff and Councillors.
- d) To discuss and resolve to agree training of the Nolan principles and to ensure Councillors are accountable.
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- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

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- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To receive an update on Carters Park