

09/05/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the Annual meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 15<sup>th</sup> May 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**

### **2023/4-001 - To elect a Chairman of the Council**

### **2023/4-002 - To elect a Vice-Chair of the Council**

### **2023/4-003 - Apologies for absence**

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

### **2023/4-004 - 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.

### **2023/4-005 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> April 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-006 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt
- d) To resolve to agree to defer the signing of "Acceptance of Office" for those members where apologies for this meeting have been accepted by the Clerk

#### **2023/4-007 Policy**

- a) To resolve to agree the Training & Development policy

#### **2023/4-008 Terms of Reference**

- a) To resolve to agree the TOR for Finance & Admin Committee
- b) To resolve to agree the TOR for Open Spaces Committee
- c) To resolve to agree the TOR for PPES Committee
- d) To resolve to agree the TOR for Events & PR Committee
- e) To resolve to agree the TOR for HR, H & S & Data Protection Committee

#### **2023/4-009 - Finance & Admin Committee**

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the Finance & Admin Committee
- c) For the members of the Committee to elect a Chair
- d) To note the Bank balances as of 30<sup>th</sup> April 2023 as follows:  
Account ending **4844** £2,828.13 Account ending **5394** £30,472.99  
Account ending **01PC** £435,482.92
- e) To resolve to ratify the payments made of £21,888.21 under minute reference: 2022/3-140 (d)
- f) To resolve to agree to add two more Councillors to the banking mandate and who that will be
- g) To resolve to agree to request the RFO signs a direct debit mandate for Business Rates for Office 4 Coubro & the Digital Notice Board

#### **2023/4-010 - Open Spaces Committee**

- a) To receive a report from the outgoing Chair of the Committee
- b) To elect members to the Open Spaces Committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree the quote for the slide
- e) To resolve to agree the price for the inclusive trampoline
- f) To resolve to agree the price for the football table
- g) To resolve to agree the price for fencing off the bowls lawn area
- h) To resolve to agree the price for the fencing at the Nature reserve
- i) To resolve to agree the price for the vehicle access gate at Carters Park
- j) To resolve to agree the price for the additional pedestrian access at Netherfelds
- k) To resolve to agree to give event organisers lock code when holding events in Carters Park
- l) To resolve to agree to install a "Post Box to Heaven" in a cemetery and the process surrounding the maintenance



### **2023/4-011 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the PPES committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree the response to planning application number: H09-0316-23 Part change of use to include events venue including temporary siting of marquee
- e) To receive an update on the Changing Places toilet and the works to the Pavilion
- f) To discuss and resolve to agree to write to LCC regarding the parking on the High Street

### **2023/4-012 - Events & PR Committee –**

- a) To receive the report from the outgoing Chair of the committee
- b) To elect members to the Events & PR Committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree to allow Fleet Parish Council to use our PA system for their summer Fair

### **2023/4-013- HR, Health and Safety and Data Protection Committee**

- a) To elect members to the HR, H & S & data Protection Committee
- b) For the members of the Committee to elect a Chair
- c) To resolve to agree the review of the following 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
  - xiii. Volunteer Policy

### **2023/4-014 – Appointments to other bodies**

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

### **2023/4-015 – Four-year plan**

- a) To receive an update from Cllr Clive Turner regarding the Terms of Reference for the four year plan



### **2023/4-016 – Meetings**

- a) The next meeting of the Council will be on Monday 12<sup>th</sup> June 2023 at Holbeach Hurn Village Hall at 19:00
- b) To resolve to agree the way forward with the cost of hall hire at Holbeach St Johns

**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**

### **2023/4-017 - HR, Health and Safety and Data Protection Committee**

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

26/05/2023

**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 Friday 2<sup>nd</sup> June 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 Clive Turner – Chair

To hear from the speaker about the Changing Places Toilet and for members to ask relevant questions

## AGENDA

### 2023/4-018 Apologies for absence

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

### 2023/4-019 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.

### 2023/4-020 Projects

- a) To resolve to agree the way forward with project processes for current funding
- b) To resolve to agree the location of the Changing Spaces toilet
- c) To resolve to agree to move the budget from the Changing Places toilet to the access costs of the toilet

### 2023/4-021 Working Party

- a) To resolve to agree to form a Chairs working party to commence the four-year plan
- b) To resolve to agree the process for beginning to draft the four-year plan



### **2023/4- 022 Events & PR Committee**

- a) To elect an interested member to the committee

### **2023/4-023 Finance & Admin Committee**

- a) To elect an interested member to the committee
- b) To resolve to agree the Data Impact Statement for the CCTV
- c) To resolve to agree to move £500 from the admin training budget and £500 from PPES repairs & maintenance to IT
- d) To resolve to agree an IT support contract

### **2023/4-024 Open Spaces**

- a) To resolve to agree the cost of chipping the green waste
- b) To resolve to agree the cost of the Kubota repairs

**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**

### **2023/4-025 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree to ratify the recommendation of the Committee in regard to staff recruitment
- b) For the former HR committee to resolve to agree the minutes of the HR, H & S & Data Protection Committee meeting of the 8<sup>th</sup> May 2023 and for Cllr Mark Murfet to sign as Chair of the Committee
- c) To resolve to agree the office procedures as recommended by the committee

### **2023/4- 026 Security**

- a) To resolve to agree the security arrangements for the Council office building

06/06/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Holbeach Hurn Village Hall on Monday 12<sup>th</sup> June 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**

### **2023/4-027 - Apologies for absence**

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

### **2023/4-028 - 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.

### **2023/4-029 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 15<sup>th</sup> May & 2<sup>nd</sup> June 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-030 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt



### **2023/4-031 - 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> May 2023 as follows:  
Account ending **4844** £2,914.49 Account ending **5394** £7,892.79  
Account ending **01PC** £435,950.60
- c) To resolve to agree to authorise the payments for May 2023 and to note the income for May 2023 of £4,495.76
- d) To resolve to agree the new telephone system.
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the IT policy as a stand-alone policy.
- g) To discuss and resolve to agree current spending.
- h) To resolve to agree who will be a nominee to represent the Council on the LALC Management Committee
- i) To resolve to agree a preferred supplier list.
- j) To resolve to agree that all IT and media responsibility moves to the Finance and Admin Committee

### **2023/4-032 AGAR Annual Governance and Accountability Return (AGAR) 2022/23**

- a) To receive the report of the internal auditor
- b) To receive the Balance Sheet for the year ended 31st March 2023, 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 2022/23 and authorise signing by the Chair and Clerk; and
- d) To approve the Accounting Statements (Section 2 of the AGAR) for financial year 2022/23 and authorise signing by the Chair and Responsible Finance Officer.

### **2023/4-033 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To receive an update on the slide
- c) To resolve to agree the price for the vehicle access gate at Carters Park
- d) To resolve to agree the prices for goal posts at Netherfield.
- e) To resolve to agree the price and company for the sandpit works
- f) To resolve to agree to write to the Parishioner regarding scattering of pet ashes at Hall Gate, to say that we can only accept human remains.
- g) To receive the quotes for the sandpit works and to resolve to agree the price

### **2023/4-034 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on the Changing Spaces Toilet and to resolve to agree its location
- c) To resolve to agree a key audit and key holding policy

### **2023/4-035 - Events & PR Committee –**



- a) To receive the report from the Clerk
- b) For the members of the committee to elect a Chair of the committee
- c) To receive a report on the car show readiness From Cllr Isobel Hutchinson

**2023/4-036 – Appointments to other bodies**

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

**2023/4-037 – Four-year plan**

- a) To receive an update from Cllr Clive Turner

**2023/4-038 – Meetings**

- a) The next meeting of the Council will be on Monday 10<sup>th</sup> July 2023 at Holbeach St Marks Village Hall

**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**

**2023/4-039 – Allotments**

- a) To resolve to agree the way forward with an allotment issue.

**2023/4-040 - HR, Health and Safety and Data Protection Committee**

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

16/06/2023

**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 22<sup>nd</sup> June 2023 at 18:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-041 Apologies for absence**

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

### **2023/4-042 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.

### **2023/4-043 CCTV**

- a) To resolve to agree the CCTV policy.
- b) To resolve to agree to ratify the changes made to the CCTV Data Impact statement.

### **2023/4-044 Open Spaces**

- a) To resolve to agree the way forward with the sandpit following the Facebook post


**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**

### **2023/4-045 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree to ratify the recommendation of the Committee in regard to staff recruitment



Clerk/RFO: Jan Hearsey

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Holbeach, PE12 7LW

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21/06/2023

**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 Tuesday 27<sup>th</sup> June 2023 at 19:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-046 Apologies for absence**

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

### **2023/4-047 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.

### **2023/4-048 Changing places toilet**

- a) To resolve to agree the design.

**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**

### **2023/4-049 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the next step in an ongoing staffing matter

03/07/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Holbeach St Marks Village Hall on Monday 10<sup>th</sup> July 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**

### **2023/4-050 - Apologies for absence**

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

### **2023/4-051 - 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.

### **2023/4-052 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 15<sup>th</sup> May & 22<sup>nd</sup> & 27<sup>th</sup> June 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-053 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt.

### **2023/4-054 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30th June 2023 as follows:  
Account ending **4844** £3,290.14 Account ending **5394** £8,532.80  
Account ending **01PC** £415,950.60
- c) To resolve to agree to authorise the payments for June 2023 and to note the income for June 2023 of £4,790.67
- d) To resolve to agree the recommendation of the committee to purchase a new laptop.
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree which projects to put on hold.
- g) To resolve to agree the recommendation of the committee for the additional IT work required.
- h) To resolve to agree the Kubota repairs.
- i) To resolve to agree to appoint the internal auditor for the year 2023/4
- j) To resolve to agree the list of direct debits.
- k) To resolve to agree to extend the CCTV to cover the toilet pod.

### **2023/4-055 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To discuss and resolve to agree the way forward with the water containers in the Jubilee Garden.
- c) To resolve to agree to purchase and install a new gate in the children's play area in Carters Park to allow for disabled and mobility scooter access.
- d) To resolve to agree to suspend Standing Orders following a request by two Councillors to the Clerk, to resolve to agree the amendment to the Allotment rules and regulations.

### **2023/4-056 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss and resolve to agree the way forward with the maintenance of the Changing Places toilet.
- c) To resolve to agree the recommendation of the committee for a key audit of all areas.
- d) To resolve to agree the response to planning consent number H09-0501-23
- e) To resolve to agree the recommendation of the committee to consult the public regarding the future use of the pavilion and possible toilet refurbishment.
- f) To resolve to agree the request from an organisation to take over the Town notice board.
- g) To resolve to agree to hold a public meeting regarding the solar farm

### **2023/4-057 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive a report on the car show from Cllr Isobel Hutchinson

### **2023/4-058 – Four-year plan**

- a) To receive an update from Cllr Clive Turner



### **2023/4-059 – Meetings**

- a) To resolve to agree to change the date of the next meeting at Holbeach St Johns village hall to Wednesday 16<sup>th</sup> August 2023

**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**

### **2023/4-060 – PPES budget**

- a) To resolve to agree the way forward with the PPES repairs and maintenance budget.

### **2023/4-061 - 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 way forward with staff accrued hours as recommended by the committee.
- c) To resolve to agree the way forward with an ongoing staff matter following the advice requested at the last meeting.
- d) To resolve to agree the recommendation of the committee re HR services.
- e) To receive an update on staff recruitment

### **2023/4-062 Training**

- a) To discuss recent training

### **2023/4-063 Unreasonable & vexatious complaints**

- a) To resolve to agree if a received formal complaint is an unreasonable and vexatious complaint and if not resolve to agree when the public meeting will take place.

12/07/2023

**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 Tuesday 18<sup>th</sup> July 2023 at 18:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-064 Apologies for absence**

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

### **2023/4-065 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**

### **2023/4-066 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree to ratify the committee's decision to employ a Deputy Clerk



21/07/2023

**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 27<sup>th</sup> July 2023 at 19:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-067 Apologies for absence**

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

### **2023/4-068 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.

### **2023/4-069 Laptop**

- a) To resolve to agree the purchase of a second laptop

### **2023/4-070 Events & PR committee**

- a) To resolve to agree to hold a Picnic in the Park on Sunday 20<sup>th</sup> August 2023
- b) To resolve to agree the date for the re-scheduled car show

04/08/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Holbeach St Johns Village Hall on Wednesday 16<sup>th</sup> August 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**

### **2023/4-071 - Apologies for absence**

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

### **2023/4-072 - 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.

### **2023/4-073 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 10<sup>th</sup>, 18<sup>th</sup> & 27<sup>th</sup> July 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-074 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt.
- d) To resolve to agree to accept apologies from a member for long term absence



### **2023/4-075 - 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> July 2023 as follows:  
Account ending **4844** £3,198.52 Account ending **5394** £18,993.03  
Account ending **01PC** £398,588.86
- c) To resolve to agree to authorise the payments for July 2023 and to note the income for June 2023 of £8,552.91
- d) To resolve to agree to the budget movements as recommended by the committee.
- e) Following receipt of two members requests to the Clerk to suspend Standing Orders, to resolve to agree to update the Procurement policy to take into account rising cost as recommend by the Committee and to resolve to agree to update all related policies.
- f) To discuss and resolve to agree the project list

### **2023/4-076 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the pull up rope for the slide.
- c) To resolve to agree the purchase of play equipment for Carters Park
- d) To receive an update on volunteers
- e) To resolve to agree who will represent the Council at the Community Showcase on the 9th September

### **2023/4-077 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree to purchase an additional SID using funds provided by District & County Councillors
- c) To resolve to agree the roof repairs for Coubro
- d) To receive an update on the listed building consent for the Cemetery Chapels
- e) To resolve to agree to write an open letter to LCC on behalf of the Parish voicing the concerns regarding Market Hill
- f) To resolve to agree the maintenance of the Changing Places toilet
- g) To receive an update on the Public meeting regarding the Solar Farm

### **2023/4-078 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree the membership of the Committee following an issue with a member of the committee
- c) To elect interested members to the committee
- d) To receive an update on Remembrance

### **2023/4-079 South Holland Voluntary Car Service**

- a) To receive an update from Cllr P Savory

### **2023/4-079 – Meetings**

- a) The next meeting of the Council will be on Monday 11<sup>th</sup> September 2023 at 19:00 at Methodist 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**

**2023/4-080 - 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 step in an ongoing staffing matter

23/08/2023

**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 Wednesday 30<sup>th</sup> August 2023 at 18:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-081 Apologies for absence**

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

### **2023/4-082 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.

### **2023/4-083 Play equipment**

- a) To resolve to agree the recommendation of the Open Spaces committee for the replacement play equipment in Carters Park
- b) To resolve to agree the recommendation of the Open Spaces Committee how to proceed with the payment for the slide.

**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**

### **2023/4-084 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree to ratify the committee's decision re staff recruitment.
- b) To resolve to agree the next steps with staff absence.

05/09/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Church, Albert Walk, Holbeach on Monday 11<sup>th</sup> September 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-085 - Apologies for absence**

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

#### **2023/4-086 - 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.

#### **2023/4-087 - Minutes**

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

#### **2023/4-088 - Clerk**

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

- c) The Clerk to grant dispensations to set the precept, to all members residing in Holbeach Parish

#### **2023/4-089 - 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> August 2023 as follows:  
Account ending **4844** £5,502.81 Account ending **5394** £17,551.03  
Account ending **01PC** £373,588.86
- c) To resolve to agree to authorise the payments for August 2023 as recommended by the committee and to note the income for August 2023 of £2,985.00
- d) To resolve to agree to the budget movements as recommended by the committee.
- e) To resolve to agree late payments fees and fees for sending through post for cemeteries work

#### **2023/4-090 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the new duck food machines.

#### **2023/4-091 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree the recommendation of the committee to obtain a building survey on the toilet block.
- c) To discuss the levels of the blockwork pavers at the cemetery parking bay and to resolve to agree the way forward.
- d) To discuss and resolve to agree the way forward with the Cemetery Chapels in respect of previous funding and repairs.
- e) To receive an update on the Solar Farm.

#### **2023/4-092 - Events & PR Committee –**

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

#### **2023/4-093 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

#### **2023/4-093 – Meetings**

- a) The next meeting of the Council will be on Monday 9<sup>th</sup> October 2023 at 19:00 at Methodist 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**

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**2023/4-094 - 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 step in an ongoing staffing matter.
- c) To discuss the recent report from the ICO



20/06/2022

**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 Friday 24th June 2022 at 18:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey - Clerk

**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 agree the additional spend on the zero turn mower**

**2022/3 -039 HR, Health and Safety and Data Protection Committee**

a) To elect a member to the HR, Health & Safety and Data Protection 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**

b) To receive an update on a staffing matter from the Chair of the committee and to resolve to agree a way forward regarding a staffing matter

12/09/2023

**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 18<sup>th</sup> September 2023 at 19:00 at which the under mentioned business will be transacted.

Please note: This meeting maybe 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 Clive Turner – Chair

## AGENDA

### **2023/4-095 Apologies for absence**

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

### **2023/4-096 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.

### **2023/4-097 Events & PR**

- a) To resolve to agree charging for stall holders at the Christmas Fayre

**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**

### **2023/4-098 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the next step in a staffing matter as recommended by the committee.

03/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Church, Albert Walk, Holbeach on Monday 9<sup>th</sup> October 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to authorise the payments for September 2023 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to the budget movements as recommended by the committee.
- e) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- f) To resolve to agree to add an additional signatory to the Barclays Mandate
- g) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget

### **2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

### **2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

### **2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

### **2023/4-109 - 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 step in an ongoing staffing matter.

03/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Church, Albert Walk, Holbeach on Monday 9<sup>th</sup> October 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 15 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

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.

### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to authorise the payments for September 2023 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to the budget movements as recommended by the committee.
- e) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- f) To resolve to agree to add an additional signatory to the Barclays Mandate
- g) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget

### **2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee



### **2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

### **2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

### **2023/4-109 - 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 step in an ongoing staffing matter.

Postponed



16/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Friday 20<sup>th</sup> October 2023 at 18:00 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.



### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to ratify the payments for September 2023 of £23,814.95 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to make payment to the roofer of £950.00
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- g) To resolve to agree to add an additional signatory to the Barclays Mandate
- h) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.
- i) To discuss and resolve the way forward

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment
- c) To resolve to agree to stop the grass cutting contractor for this season

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget



### **2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

### **2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

### **2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

### **2023/4-109 - 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 step in an ongoing staffing matter.

16/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Friday 20<sup>th</sup> October 2023 at 18:00 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 15 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

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.



### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to ratify the payments for September 2023 of £23,814.95 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to make payment to the roofer of £950.00
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- g) To resolve to agree to add an additional signatory to the Barclays Mandate
- h) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.
- i) To discuss and resolve the way forward

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment
- c) To resolve to agree to stop the grass cutting contractor for this season

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget



**2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

**2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

**2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

**2023/4-109 - 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 step in an ongoing staffing matter.

POSTPONED



20/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 26<sup>th</sup> October 2023 at 18:00 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.



### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to ratify the payments for September 2023 of £23,814.95 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to make payment to the roofer of £950.00
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- g) To resolve to agree to add an additional signatory to the Barclays Mandate
- h) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment
- c) To resolve to agree to stop the grass cutting contractor for this season

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget





### **2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

### **2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

### **2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

### **2023/4-109 - 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 step in an ongoing staffing matter.

20/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 26<sup>th</sup> October 2023 at 18:00 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 15 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

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.



### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to ratify the payments for September 2023 of £23,814.95 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to make payment to the roofer of £950.00
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- g) To resolve to agree to add an additional signatory to the Barclays Mandate
- h) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment
- c) To resolve to agree to stop the grass cutting contractor for this season

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory

### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget



**2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

**2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

**2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

**2023/4-109 - 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 step in an ongoing staffing matter.

POSTPONED

27/10/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach on Thursday 2<sup>nd</sup> November 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-095 Vice-Chair**

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

#### **2023/4-096 - Apologies for absence**

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

#### **2023/4-097 - 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.

#### **2023/4-098 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> & 18<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.



### **2023/4-099 - Clerk**

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

### **2023/4-100 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £3,535.15 Account ending **5394** £10,168.51  
Account ending **01PC** £366,874.89
- c) To resolve to agree to ratify the payments for September 2023 of £23,814.95 as recommended by the committee and to note the income for September 2023 of £4,469.07
- d) To resolve to agree to make payment to the roofer of £950.00
- e) To resolve to agree to the budget movements as recommended by the committee.
- f) To resolve to agree the working party to apply for grant funding as Cllr C Turner, Clerk & Deputy Clerk
- g) To resolve to agree to add an additional signatory to the Barclays Mandate
- h) Following the request from two Councillors to suspend Standing Orders to change the Terms of Reference of the committee membership to include the Chair of each committee plus one independent.
- i) To resolve to agree the grant application from Millenium Lighting
- j) To resolve to agree to sign a direct debit with Sky

### **2023/4-101 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the slide payment
- c) To resolve to agree to stop the grass cutting contractor for this season

### **2023/4-102 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss the blockwork pavers at the cemetery parking bay following the visit by the contractor and to resolve to agree the way forward.
- c) To receive an update on the Solar Farm Open Day from Cllr P Savory
- d) To discuss and resolve to agree the way forward with the Football Club lease rent review
- e) To resolve to agree the Bowls Club lease.

### **2023/4-103 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To receive an update on Remembrance
- c) To receive an update on the Christmas Fayre
- d) To receive an update on the Halloween Events

### **2023/4-104 – South Holland Community Car Scheme**

- a) To receive and update from Cllr P Savory



### **2023/4-105 Projects 2024/5**

- a) To discuss projects for next years budget

### **2023/4-106 - HR, Health and Safety and Data Protection Committee**

- a) To receive a Data Protection update
- b) To elect a member of the committee

### **2023/4-107 – Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> November 2023 at 19:00 at Methodist Hall Albert Walk, Holbeach
- b) To resolve to agree the meeting dates for 2024

**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**

### **2023/4-108 Battlefields Lane**

- a) To resolve to agree the recommendation of the Committee regarding the way forward following the letter received.

### **2023/4-109 - 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 step in an ongoing staffing matter.

07/11/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk,, Holbeach on Monday 13th November 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-110 - Apologies for absence**

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

#### **2023/4-111 - 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.

#### **2023/4-112 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 2<sup>nd</sup> November 2023 and to authorise the Chair to sign the official minutes.

#### **2023/4-113 - Clerk**

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





- c) To resolve to agree to co-opt interested parties

#### **2023/4-114 - 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> October 2023
- c) To resolve to agree to the payments for October 2023 and to note the income for October 2023
- d) To resolve to agree to elect a member of the committee
- e) To resolve to agree to open an Instagram & Tic Tok account.

#### **2023/4-115 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to elect a member to the committee
- c) To resolve to agree the way forward with the tennis court maintenance.
- d) To resolve to agree to lay slabs in the cremated remains area.

#### **2023/4-116 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree to support the Climate & Ecology Bill
- c) To receive an update on the cemetery chapels parking bay and resolve to agree the way forward.

#### **2023/4-117 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To resolve to agree to elect a member to the committee
- c) To receive an update on Remembrance highlighting any lessons learnt.
- d) To receive an update on the Christmas Fayre
- e) To resolve to agree to purchase a PRS/PPL Licence (Performing Rights Society)
- f) To resolve to agree the request from a member of the public to hold a Carters Park Centenary Exhibition on 30<sup>th</sup> June 2023 in the south Cemetery Chapel

#### **2023/4-118 Budget 2024/5**

- a) To discuss and resolve to agree the draft budget for 2024/25

#### **2023/4-119 – Meetings**

- a) The next meeting of the Council will be on Monday 11<sup>th</sup> December 2023 at 19:00 at Methodist 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**

#### **2023/4-120 Football Club**



- a) To discuss the lease and resolve to agree the rent review for Holbeach United Football Club

**2023/4-121 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to elect a member to the committee
- c) To resolve to agree the next step in an ongoing staffing matter.
- d) To resolve to agree the way forward with a new staffing matter.
- e) To resolve to agree staff salaries for 2024/25 as recommended by the committee.

04/12/2023

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 11<sup>th</sup> December 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 15 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**

### **Chairman's address to Council & Public**

#### **2023/4-122 - Apologies for absence**

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

#### **2023/4-123 - 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.

#### **2023/4-124 - Minutes**

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

#### **2023/4-125 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt interested parties



### **2023/4-126 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 30<sup>th</sup> September 2023 as follows:  
Account ending **4844** £4,968.16 Account ending **5394** £13,509.15  
Account ending **01PC** £326,685.27
- c) To resolve to agree to the payments for November 2023 and to note the income for November 2023 of £10,245.89
- d) To resolve to agree to add to the delegated powers of the Clerk "To approve requests for sheds, trees and polytunnels at the Council's allotment sites subject to the request being within policy guidelines"
- e) To resolve to agree the grant application as recommended by the committee
- f) To resolve to agree to write to the company that invoiced for materials for the sand pit that have never been received.

### **2023/4-127 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the chippings pile in Carters Park

### **2023/4-128 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss and resolve to agree the response to planning application (reserved Matters) number: H09-1044-23 - Erection of 285 dwellings including parking, public open space, drainage, infrastructure, landscaping, access, appearance, layout and scale (Phase 3) - outline approval H09-0521-14 and re-submission of H09-0845-22 and H09-1118-22. -Land off Hallgate & Fen Road Holbeach

### **2023/4-129 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee
- b) To elect a member to the committee
- c) To receive a review of the Christmas Fayre

### **2023/4-130 Budget 2024/5**

- a) To discuss and resolve to agree the budget for 2024/25 as recommended by the Finance & Admin Committee

### **2023/4-131 – Meetings**

- a) The next meeting of the Council will be on Monday 15<sup>th</sup> January 2024 at 19:00 at Methodist 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**

### **2023/4-132 Properties**



- a) To Resolve to agree the bowls club lease as recommended by the PPES committee.
- b) To resolve to agree which legal advisors the Council will approach for advice regarding the football club lease and the limit of costs.

**2023/4-132 - 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 next step in an ongoing staffing matter.
- c) To receive an update and resolve to agree the way forward with a new staffing matter.
- d) To resolve to agree staff salaries for 2024/25 as recommended by the committee.

08/12/2023

**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 14<sup>th</sup> December 2023 at 19:00 at which the under mentioned business will be transacted.

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

Yours sincerely,



Cllr Clive Turner – Chair

## AGENDA

### **2023/4-133 Apologies for absence**

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

### **2023/4-134 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.

### **2023/4-135 Vice-Chair**

- a) To elect a vice-chair of the Council

### **2023/4-136 PPES**

- a) To resolve to agree to elect a member to the committee

### **2023/4-137 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree to elect a member to the committee

**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**

### **2023/4-138 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the next step in a staffing matter as recommended by the committee.

27/12/2023

**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 Wednesday 3rd January 2024 at 19:00 at which the under mentioned business will be transacted.

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

Yours sincerely,



Cllr Clive Turner – Chair

## AGENDA

### **2023/4-139 Apologies for absence**

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

### **2023/4-140 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**

### **2023/4-141 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the Chair to sign the legal document as recommended by the committee

09/01/2024

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 15<sup>th</sup> January 2024 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 15 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**

### **2023/4-142 – Chair**

- a) Following receipt of two requests to the Clerk; to resolve to agree a vote of no confidence in the Chair of the Council

### **2023/4-143 - Apologies for absence**

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

### **2023/4-144 - 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.

### **2023/4-145 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> December & 14<sup>th</sup> December 2023 and 3<sup>rd</sup> January 2024 and to authorise the Chair to sign the official minutes.

### **2023/4-146 - Clerk**

- a) To receive a report from the Clerk



- b) To receive an update on vacancies
- c) To co-opt any interested parties.
- d) To discuss and resolve to agree the way forward with the Devolution of Greater Lincolnshire document.
- e) To resolve to agree the suggestions to put forward to the police for their next quarter "neighbourhood priorities".

#### **2023/4-147 - 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 2023 as follows:  
Account ending **4844** £3,465.24 Account ending **5394** £15,874.28  
Account ending **01PC** £308,132.95
- c) To resolve to agree to the payments for December 2023 and to note the income for December 2023 of £4,948.03
- d) To resolve to agree the grant application.
- e) To resolve to agree the insurance renewal.
- f) To resolve to agree the LALC training scheme
- g) To resolve to agree the way forward with the materials for the sandpit following the email received.

**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**

#### **2023/4-148 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the Clerk's salary for 2024/25 following legal advice
- b) To resolve to agree the Deputy Clerk's salary for 2024/25

**Public and press to return.**

#### **2023/4-149 Precept**

- a) To resolve to agree the precept for 2024/25, noting any percentage increase for a Band D property and to request the Chair to sign the Precept

#### **2023/4-150 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with the outfield.

#### **2023/4-151 - Planning, Properties, Emergency Planning and Speeding Committee**

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

#### **2023/4-152 - Events & PR Committee –**

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



### **2023/4-153 – Meetings**

- a) The next meeting of the Council will be on Monday 12<sup>th</sup> February 2024 at 19:00 at Methodist 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**

### **2023/4-154 Properties**

- a) To resolve to agree the rent increase for the Football club following external advice.
- b) To discuss and resolve to agree the way forward with legal review of documentation associated with Leases within Carters Park.
- c) To resolve to agree the way forward with a council property.
- d) To resolve to agree the way forward with a received complaint.

### **2023/4-155 Waste**

- a) To resolve to agree the way forward with hazardous waste removal.

### **2023/4-156 - HR, Health and Safety and Data Protection Committee**

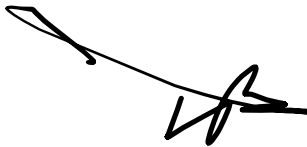
- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to ratify the appointment of a member of staff.
- c) To resolve to agree the way forward with a staffing matter.

17/01/24

**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 Tuesday 23rd January 2024 at 18:00 at which the under mentioned business will be transacted.

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

Yours sincerely,



Cllr Tim Wiltshire – Vice-Chair

## AGENDA

### **2023/4-157 Chair**

- a) To elect a Chair of the Council

### **2023/4-158 Vice-Chair**

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

### **2023/4-159 Apologies for absence**

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

### **2023/4-160 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.

### **2023/4-161 Co-option**

- a) To resolve to agree to co-opt interested parties

### **2023/4-162 Finance & Admin Committee**

- a) To elect members to the committee

### **2023/4 – 163 Open Spaces Committee**

- a) To elect members to the committee

### **2023/4-164 HR, H & S and Data Protection Committee**

- a) To elect a member to the committee



### **2023/4-165 Minutes**

- a) To resolve to agree the procedure for sending out minutes.

**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**

### **2023/4-166 HR, Health and Safety and Data Protection Committee**

- a) Following receipt of a request to suspend Standing Orders, from three Councillors on the 15<sup>th</sup> January 2024, to resolve to agree the Clerk/RFO's salary for 2024/25
- b) Following receipt of a request to suspend Standing Orders, from three Councillors on the 15<sup>th</sup> January 2024, to resolve to agree the Deputy Clerk's salary for 2024/25

### **2023/4-167 Lease**

- a) To discuss and resolve to agree the way forward following costings for legal representation.

05/02/2024

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 12<sup>th</sup> February 2024 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 15 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 –

## Agenda

### Chair's address

#### **2023/4-168 - Apologies for absence**

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

#### **2023/4-169 - 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.

#### **2023/4-170 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 15<sup>th</sup> & 23<sup>rd</sup> January 2024 and to authorise the Chair to sign the official minutes.

#### **2023/4-171 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To co-opt any interested parties.

### **2023/4-172 - 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** £3,614.84 Account ending **5394** £20,595.15  
Account ending **01PC** £248,132.95
- c) To resolve to agree to the payments for January 2024 and to note the income for January 2024 of £9,129.75
- d) To resolve to agree the grant application as recommended by the committee.
- e) To resolve to agree the project for the grant funding application as recommended by the Open Spaces Committee.
- f) To resolve to agree to accept card payments as recommended by the committee.
- g) To resolve to agree the way forward with the digital notice board.

### **2023/4-173 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to instruct the tree survey company
- c) To resolve to agree to consent to the Events & PR committee using Carters Park on the 30<sup>th</sup> March 2024; 15<sup>th</sup> June 2024; 21<sup>st</sup> July 2024; 19<sup>th</sup> August 2024 & 31<sup>st</sup> October 2024

### **2023/4-174 - Planning, Properties, Emergency Planning and Speeding Committee**

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

### **2023/4-175 - Events & PR Committee –**

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

### **2023/4-176 Parish Map**

- a) To discuss and resolve to agree what to include in the Parish Map

### **2023/4-176– Meetings**

- a) The next meeting of the Council will be on Monday 11<sup>th</sup> March 2024 at 19:00 at Methodist 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**

### **2023/4-177 Properties**

- a) To receive a report from the legal advisor and to resolve to agree the way forward for the Football club.
- b) To resolve to agree the way forward with a council property.

### **2023/4-178 - HR, Health and Safety and Data Protection Committee**

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

05/03/24

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 11<sup>th</sup> March 2024 at 19:00 following the Annual Parish Meeting 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 15 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/RFO

## Agenda

### Chair's address

#### **2023/4-179 - Apologies for absence**

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

#### **2023/4-180 - 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.

#### **2023/4-181 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 12<sup>th</sup> February 2024 and to authorise the Chair to sign the official minutes.

#### **2023/4-182 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To co-opt any interested parties.

#### **2023/4-183 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee
- b) To elect members to the Committee
- c) To note the Bank balances as of 31<sup>st</sup> January 2023 as follows:  
Account ending **4844** £3,900.56 Account ending **5394** £14,256.50  
Account ending **01PC** £248,132.95
- d) To resolve to agree to the payments for February 2024 and to note the income for January 2024 of £4,538.50
- e) To resolve to agree the grant application as recommended by the committee.
- f) To resolve to agree the recommendation of the Committee for the budget review
- g) To resolve to agree the recommendation of the committee with regard to the procurement process.
- h) To resolve to agree to add the Deputy Clerk to the Banking Mandate as per the recommendation of the Committee.
- i) To discuss and resolve to agree the Ear Marked Reserves as per the recommendation of the committee.
- j) To resolve to agree the way forward with the IT contract

#### **2023/4-184 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree to finish with written Burial records as of 31<sup>st</sup> March 2024
- c) To resolve to agree the tennis court initiative of SHDC

#### **2023/4-185 - Planning, Properties, Emergency Planning and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To discuss and resolve to agree the way forward with the damage to the hoist in the Changing Places Toilet
- c) To discuss and resolve to agree the way forward with the proposed overhead power cable route

#### **2023/4-186 - Events & PR Committee –**

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

#### **2023/4-187 Grass Verges**

- a) To resolve not to agree with the additional cuts from LCC

#### **2023/4-188– Meetings**

- a) The next meeting of the Council will be on Monday 8<sup>th</sup> April 2024 at 19:00 at Methodist 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**

#### **2023/4-189 Properties**

- a) To discuss and resolve to agree the Bowls Club Lease following feedback





- b) To receive a report from the Clerk
- c) To receive an update on the Football Club and resolve to agree the way forward

#### **2023/4-190 Battlefields**

- a) To discuss and resolve to agree the way forward following correspondence received

#### **2023/4-178 - 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 way forward with an ongoing staff issue
- c) To resolve to agree the office hours as per the recommendation of the Committee
- d) To resolve to agree to use the Breathe app fully

15/03/24

**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 25<sup>th</sup> March 2024 at 19:00 at which the under mentioned business will be transacted.

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

Yours sincerely,



Cllr Rick Stevens – Chair

## AGENDA

### **2023/4-192 Apologies for absence**

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

### **2023/4-193 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**

### **2023/4-194 Open Spaces**

- a) To discuss and resolve to agree the cost of legal advice regarding Battlefields

### **2023/4-195 Properties**

- a) To resolve to agree the cost of the building survey for the Chapel Spire

### **2023/4-195 HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the way forward with a staffing matter
- b) To resolve to agree the recommendation of the committee to offer a member of staff more hours

02/04/24

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 8<sup>th</sup> April 2024 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 15 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/RFO

## Agenda

### Chair's address

#### **2023/4-197 - Apologies for absence**

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

#### **2023/4-198 - 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.

#### **2023/4-199 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> March & 25<sup>th</sup> March 2024 and to authorise the Chair to sign the official minutes.

#### **2023/4-200 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To co-opt any interested parties.

#### **2023/4-201 - Finance & Admin Committee**

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



- b) To note the Bank balances as of 31st March 2024
- c) To resolve to agree to the payments for March 2024 and to note the income for March 2024
- d) To resolve to agree the recommendation of the Committee for the budget review

#### **2023/4-202- Open Spaces Committee**

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

#### **2023/4-203 Carters Park Working Party**

- a) To resolve to agree to form a working party to further the investigation and collate information regarding the status.

#### **2023/4-204 - Planning, Properties, Emergency and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To request volunteers to assist with the SID's

#### **2023/4-205 - Events & PR Committee –**

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

#### **2023/4-206 Policies**

- a) To resolve to agree the following policies as recommended by the Finance & Admin Committee
  - 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
  - xi. Cash & Cheque handling policy
  - xii. GRNI Process
  - xiii. Reserves Policy
  - xiv. IT Policy
  - xv. Publication Scheme
  
- b) To resolve to agree the following policies as recommended by the HR, H & S and Data Protection Committee
  - i. Appraisal Form – probation review
  - ii. Capability Procedure
  - iii. Flexible Working Hours policy
  - iv. Health & Safety Policy
  - v. Councillor-Officer protocol

- vi. Recruitment and selection Policy
  - vii. Reference Policy
  - viii. Staff appraisal policy
  - ix. Employee Handbook
  - x. Volunteer Policy
  - xi. Data Breach Procedure
  - xii. Data Protection Policy
  - xiii. General Privacy Notice
  - xiv. Training & Development Policy
  - xv. CCTV Impact Assessment
  - xvi. CCTV Policy
  - xvii. Abusive, persistent or Vexatious complaints
  - xviii. Public Complaints & Concerns procedure
  - xix. Policy on handling Freedom of Information requests
- c) To resolve to agree the following policies of the Events & PR Committee
- i. Community Engagement & Communication Policy
- d) To resolve to agree the following policies as recommended by the Open Spaces Committee
- i. Allotment application form
  - ii. Allotment Rules & Regulations
  - iii. Cemetery Fees
  - iv. Cemetery Rules & Regulations
  - v. Memorial Application Form
  - vi. Memorial Policy and Regulations
  - vii. Monthly Playground inspection form
  - viii. Play Equipment Policy
  - ix. Scattering of Ashes Policy
  - x. Tree & log policy
  - xi. Monument plaque application form
- e) To resolve to agree the following policies as recommended by the PPES Committee
- i. Planning response policy
- f) To resolve to agree the following:
- i. Standing Orders
  - ii. Councillor Code of Conduct
  - iii. Code of Conduct Complaint Form



### **2023/4-207– Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> May 2024 at 19:00 at Methodist 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**

### **2023/4-208 Properties**

- a) To resolve to agree the cost of the building survey for the Chapels and to then apply for funding
- b) To receive an update on the Football Club Lease
- c) To resolve to agree to obtain quotes for Pavilion roof

### **2023/4-209 Storage**

- a) To resolve to agree the storage of equipment

### **2023/4-210 Battlefields**

- a) To discuss and resolve to agree the cost of legal advice regarding Battlefields

### **2023/4-211 - 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 way forward with an ongoing staff issue
- c) To resolve to agree the office hours as per the recommendation of the Committee

10/04/24

**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 Tuesday 16<sup>th</sup> April 2024 at 18:00 at which the under mentioned business will be transacted.

Yours sincerely,



Cllr Rick Stevens – Chair

## AGENDA

### 2023/4-212 Apologies for absence

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

### 2023/4-213 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**

### 2023/4-214 Open Spaces

- a) To resolve to agree the cost of tree work for All Saints Church Yard

17/04/24

**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 Tuesday 23rd April 2024 at 19:30 at which the under mentioned business will be transacted.

Yours sincerely,



Cllr Rick Stevens – Chair

## AGENDA

### **2023/4-212 Apologies for absence**

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

### **2023/4-213 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**

### **2023/4-214 Open Spaces**

- a) To resolve to agree the cost of tree work for All Saints Church Yard