

## Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Tuesday 21st January 2025 at 10:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr J Sharman

Councillors : Cllr S Ball, Cllr I Hutchinson

Officers : Mrs J Hearsey - Clerk/RFO, Mr P Joinson - Grounds keeper, Mr D Taylor - Grounds keeper

\* Attended remotely

### Meeting opened at:

10:00

### Chair off the meeting

Cllr J Sharman was elected as Chair of the meeting

### 24/5-072 Apologies for absence

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

Apologies have been received from Cllr P Howden were received and accepted under the delegated powers of the Clerk

### 24/5-073 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 nonpecuniary interests in Agenda items. - Cllr J Sharman declared a pecuniary interest in agenda item 2024/5-077 & 2024/5-085. Cllr I Hutchinson declared a non pecuniary interest in agenda item 2024/5-077 (5)

### 24/5-074 Staff attendance

1. It was **resolved** to agree for the Open Spaces team to attend Open Spaces Committee meetings (excluding closed session)

### 24/5-075 Minutes

1. It was **resolved** to approve as a correct record the notes of the meeting of the Committee

held on 19th December 2024 and to authorise the Chair to sign the official minutes.

### 24/5-076 Clerk's report

1. To receive a report from the Clerk to include update on all areas. - see appendices

### 24/5-077 Allotments

1. To receive an update on the waiting list and vacant allotments. - Four free to let at Battlefields and one at Northons Lane

2. It was **resolved** to agree who will attend the LCC annual Tenants' Meeting for County Farms Tenants on Tuesday 25th February 2025 - Cllr S Ball
3. It was reviewed and **resolved** to agree the way forward with the Northons Lane paperwork as to re-let the vacant allotment; look into providing allotments elsewhere; Clerk to contact LCC
4. It was **resolved** to agree the site of a compost heap at Battlefields allotments as on old shed plot; Clerk to obtain prices for weed membrane; rebar & sleepers. OS team to measure
5. It was discussed and **resolved** to agree the way forward a storage container at Battlefields allotments as Clerk to look into insurance; cost of metal shed & request permission of the landowner
6. It was **resolved** to agree the non cultivation letter - see appendices

#### **24/5-078 Cemeteries**

1. It was **resolved** to agree to defer the Cemeteries Policy to the next meeting
2. It was **resolved** to agree the way forward at Hall Gate cemetery following the site visit as look at existing site; put plan to Full Council (March); Clerk & OS team to obtain prices; go out to the public. Look at sponsor trees as memorials

#### **24/5-079 Carters Park**

1. It was discussed and **resolved** to agree the way forward with the toilets in Carters Park as - Clerk to get prices for modular toilet units: take to Full Council - use old toilets as store/welfare room for OS team - Clerk to speak to planning officer.
2. It was discussed and **resolved** to agree the way forward with pump truck as to put on social media (state skate park not possible) contact local businesses and specialised companies
3. It was **resolved** to agree to apply for grant funding for the disabled pathway as to contribute £2,500 and extend to the tennis courts. Look at tarmac prices
4. It was discussed & **resolved** to agree the tennis courts access as the Lite system
5. It was **resolved** to agree the request for the use of Carters Park on either the 22nd or 29th June 2025 for the Inclusion Festival subject to receiving the relevant paperwork

#### **24/5-080 Nature Reserve**

1. It was discussed and **resolved** to agree the way forward with a tree in the pond as to contact and explain it is not our responsibility and that the land owner should be contacted

#### **24/5-081 Work Scheduling**

1. It was **resolved** to agree the work schedule as follows:  
 Grass cutting - as and when necessary  
 Spraying  
 Concrete bases for benches - new bench - replace one near tennis courts Spring  
 Jubilee garden - spring -  
 Closed churchyard flowerbeds & planters  
 Hall Gate check potholes  
 Hall Gate mark line spring  
 Play equipment back filling  
 Small machinery servicing  
 Weekly maintenance  
 War memorial monthly  
 Battlefields strim  
 Netherfield hedges  
 Topple testing

#### **Closed session**

It was **resolved** to agree to exclude the press and public under the Public Bodies

(Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted.

**Open session closed at:**

11:58

**Closed session opened at:**

12:00

**24/5-082 Locking up contract**

1. it was **resolved** to agree the locking up contract wording and to recommend to Full Council

**24/5-083 Cemeteries**

1. It was **resolved** to agree the way forward with a grave as to send a polite letter - send draft to Committee for approval first  
2. It was discussed and **resolved** to agree the way forward with purchasing a van as to carry out a study on how it would be used over a six month period. Clerk raised issue of staff vehicle insurance.

**24/5-084 Carters Park**

1. It was **resolved** to agree the way forward with the activity pyramid as to look at other ideas (slack line)

**24/5-085 Allotments**

1. It was **resolved** to agree the price of a skip as £480.48 inc vat from Mick George; Clerk to organise

**Meeting closed at:**

12:34

**Signed Chair**

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**Date**

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**Appendices**

*Report*

**To:** *Members of Holbeach Parish Council – Open Spaces Committee*

**From:** *Jan Hearsey: Parish Clerk*

**Date:** *20th January 2025*

**Subject:** *Clerk’s report Open Spaces*

***Park Road Cemetery***

*PPES dealing the railings - signs up ready for the topple testing*

***Carters Park***

*All parts received for the play equipment*

*Dog area very muddy - close due to H & S reviewed fortnightly - sign due to dogs digging, mess, grass churned up*

*Met with LTA re tennis courts.*

**All Saints Churchyard**

*Nothing to report - Cleaning of War Memorial to commence February*

**Netherfield**

*Nothing to report*

**Hall Gate**

*Nothing to report - Complaint about dogs, new sign now in place*

**Equipment**

*Kubota - waiting for delivery date*

*We must advise you that on the annual inspection of these allotments held at the ???it was noted that they were in a neglected state.*

*It is a requirement of your tenancy agreement to keep the allotments in good condition and I must require you to take steps to remedy this within six weeks or please advise us if there are any problems.*

*If you wish to discuss this further please contact me on the above telephone number or write to me advising me of the situation*

**FINAL REMINDER - UNPAID RENT**

*We write further to my letter to you dated ??? which was issued as a final reminder of the allotment rent demand due in ???.*

*We enclose a copy of that letter which also advised you that failure on your part to pay the rent due or to hear from you regarding this matter by the end of ??????? could result in steps being taken to terminate your tenancy of the above allotment.*

*We now write to formally give you Notice to Quit on this allotment.*

*We will allow you fourteen days from today's date, in order to remove any personal belongings before the allotment is re-let.*

*Any expense incurred by the Parish Council for clearance of any debris from the allotment may result in a recharge to you.*

*Again I would urge that if you wish to discuss this matter further please contact me on receipt of this letter as above.*

Council 21/01/25 Chair's initials.....