

**Minutes of the meeting of Holbeach Parish Council on Monday 10th February 2025 at 19:00 at Methodist Church, Albert Walk, Holbeach.**

Those present :

Chair : Cllr P Savory

Vice-Chair : Cllr T Wiltshire

Councillors : Cllr S Ball, Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr J Sharman

Officers : Mrs B Brothwell - Deputy Clerk, Mrs J Hearsey - Clerk/RFO

\* Attended remotely

**Meeting opened at:**

Chair Cllr P Savory installed Standing Orders and opened the meeting at 19:00  
Cllr P Savory abstained from all votes

**24/5-145 Apologies**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. None

**24/5-146 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. Cllrs I Hutchinson & S Hutchinson declared a non-pecuniary interest in agenda item 24/5-155 (1). Cllr J Sharman declared a pecuniary interest in agenda item 24/5-155 (1)

**24/5-147 Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 13th January 2025 & 16th January 2025 and to authorise the Chair to sign the official minutes subject to the minutes of the 13th January showing the amendments made to the minutes of the 9th December 2024 and to show 24/5-133 ( e ) what was resolved

**24/5-148 Clerk**

1. To receive a report from the Clerk - see appendices
2. To receive an update on vacancies - see appendices
3. It was **resolved** to agree to have a portrait of HM King Charles

**24/5-149 Finance & Admin Committee**

1. To receive the report from the Chair of the Committee - see appendices

2. To note the bank balances as at 31st January 2025 -

Barclays current a/c £2,820.06

Barclays saver a/c £10,530.55

CCLA a/c £376,475.54

3. It was **resolved** to agree the payments for January 2025 of £38,178.85 and to note the income for January 2025 of £3,176.67

4. It was **resolved** to agree budget movements as recommended by the Committee £400 from insurance to phone & broadband

£1000 from insurance to IT

5. It was **resolved** to agree to add members to the Barclays Bank mandate as recommended by the Committee as adding Cllrs S Ball, S Hutchinson & J Sharman to authorise

6. It was **resolved** to agree to add members to the CCLA mandate as recommended by the Committee as adding the deputy Clerk & Cllrs S Ball, T Wiltshire & J Sharman.

#### **24/5-150 Open Spaces Committee**

1. To receive a report from the Chair of the Committee. - see appendices

2. It was **resolved** to agree the use of Carters Park on 10th August 2025 for the SHDC Give it a go initiative and it was **resolved** to agree to ask them to pay in full (District Cllr S Hutchinson may be able to contribute) for the hire of a pump track

3. It was **resolved** to agree the way forward with the toilets in Carters Park as recommended by the Committee as to go back to the Committee to look into in greater depth

4. It was **resolved** to agree the contract (Lite) with the LTA as recommended by the Committee

#### **24/5-152 Events & PR Committee**

1. To receive the report from the Chair of the Committee. - None submitted

#### **24/5-151 PPES Committee**

1. To receive the report from the Chair of the Committee. - see appendices

2. It was discussed and **resolved** to agree the way forward with the Beacon for Events as send a letter to Sir John Hayes MP and to send emails and photos to District Cllr S Hutchinson

3. It was **resolved** to agree the updated TOR's - see appendices

4. It was proposed, seconded and **agreed to move this item into closed session** -To resolve to agree the damp proof works at Park Bungalow as recommended by the Committee

#### **24/5-153 Meeting**

1. The next meeting of the Council will be on Monday 10th March 2025 at Methodist Church, Albert Walk, Holbeach preceded by the Annual Parish Meeting at 19:00.

#### **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 meeting closed at:**

19:55

**Closed meeting opened at:**

20:05

**24/5-151 PPES Committee**

4. It was proposed, seconded and **agreed** to move this item into closed session -It was **resolved** to agree the damp proof works at Park Bungalow as recommended by the Committee - go out to tender

**24/5-154 HR, H & S and Data Protection Committee**

1. To receive a report from the Chair of the Committee

**24/5-155 Open Spaces Committee**

1. An update on a property purchase was received and it was **resolved** to agree the way forward as clarify right of way and right over tracks if have access go ahead .

2. It was **resolved** to agree the Locking Up contract wording

**24/5-156 PPES Committee**

1. It was **resolved** to agree the cleaning contract as Platinum Cleaning as to 31-01-27 £3,350.50 per annum & 01-02-27 to 31-01-28 £3,656 - Clerk to send amended contract to Full Council for approval

2. It was **resolved** to agree Council property leases as 2 High St £40 per month increase for 12 months; 4 High St £30 increase per month for 12 months; Room 4 Coubro, no change to rent for 12 months; Room 5 Coubro, 2. no change to rent for 12 months however now vacant from 01-03-25 (Cllrs T Wiltshire; P Howden; J Sharman & S Ball voted in favour and Cllr I Hutchinson abstained & Cllr S Hutchinson voted against)

**Meeting closed at:**

20:45

**Chair signature**

**Date**

**Appendices**

1. To receive a report from the Clerk  
*Report*

**To:** *Members of Holbeach Parish Council –*

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

**Date:** *5th February 2025*

**Subject:** *Clerk's report*

*The new software is proving very good. The Open Spaces team are using the Inspect Edge and are very impressed. We are all using service manager which allow us to record our time spent on each task. Please bear with us as it takes time to get used to the new way of working.*

*New Kubota being delivered on Friday*

2. To receive an update on vacancies  
**Vacancies**

Town Ward =7  
Hurn Ward = 3  
Drove Ward = 1

1. To receive the report from the Chair of the Committee  
*The Finance team have requested the Clerk to provide a "Forecast" Column on the budget comparison so we can all see at a glance what each committee has to spend.*

*There was quite a lengthy discussion about a new Video Camera. This is something that needs to be looked at in details to make sure that we get one that has clarity of sound, good picture quality and is a good reliable make. We are probably looking in the region of £600.*

*The calendar when it comes up on our emails shows the committee meeting date but no time. Clerk will look into this.*

1. To receive a report from the Chair of the Committee.

There has been a very positive yes response to the Pump Track post on facebook. So we will be going forward getting quotes and siting recommendations for one. The concrete benches have been removed from Jubilee Gardens due them all being broken and Gabion tables and benches will be installed.

The ground staff will start Topple testing on Monday.

An advert was put on facebook for the Northern's allotments no takers.

A skip was delivered to the Battlefield allotments last Monday and staff and some allotment holders promptly filled it, we now have 8 plots ready to let, thanks to ground staffs hard work clearing them. We will be advertising them now they are tidy. There is still some rubbish on the unusable plot to clear, we will unfortunately have to have another skip at a later date.

4/5-151 PPES Committee

1. To receive the report from the Chair of the Committee.

The SID locations for February/March are Holbeach St Marks and Holbeach Clough.

It was agreed that the chair would construct a report to LCC regarding traffic issues in Edinburgh Walk to be agreed at our next meeting.

We fully support the proposed speed reduction to 40mph on the A151 between Whaplode and Holbeach.

The 40 mph signage on Jekils Bank between New River Gate Corner and Fenland Airfield have now been installed.

It was resolved to agree to go out to tender for an asbestos survey and damp proof works to Park Rd Bungalow and roof repair works on 2,4&4a High St.

I was agreed to change the name to Planning for Emergencies from Emergency Planning.

It was resolved to agree to go out to tender for Electrical Installation Condition Reports for those council owned properties that require one and the clerk and deputy clerk to undertake fire risk assessments on all council owned properties.

PPES Committee  
Terms of Reference

(a) Purpose

The purpose of the PPES Committee is to consider all planning applications received and comment on them in accordance with Material Planning

Considerations. The Committee has delegated responsibility for the overall management of property, leases, rent reviews and maintenance of Council-owned buildings for which it has delegated powers to act on behalf of Full Council. **New Leases to be ratified by Full Council** The Committee is to monitor the Emergency Plan and to place and monitor the Speed indicator devised and matters of road safety. Subject to budget, expenditure and contractual limits.

#### (b) Membership

The Committee shall comprise n Councillors (where n is no fewer than 3 and ideally no more than 5). The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.

The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.

It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

#### (c) Functions

To have an emergency spend budget of £1,000 (authorised in conjunction with the Clerk) for work within the remit of the committee. To monitor all policies and procedures and to recommend any changes to Council. To provide a monthly report to Council detailing any issues, changes or events that have occurred between meetings.

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

##### Planning

- The Planning Committee has the delegated authority from Holbeach Parish Council:

To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;

To make representations in respect of appeals against the refusal of planning permission;

To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;

To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;

Planning applications shall be circulated to Planning Committee members as they are received before the Parish Council PPES Committee meeting and Full Council, by the Parish Clerk. The applications may be viewed on the Planning Portal at South Holland District Council.

##### Properties

The Committee's overall responsibilities in conjunction with the Clerk are to keep under review all Council-owned buildings, and, having regard to health and safety issues and to any relevant environmental concerns, specifically:

to arrange for an annual inspection of buildings to be carried out and to produce a report to Council with recommendations for maintenance work to be planned during the next financial year;

to respond to reports of faults, issues and problems arising in relation to any Council-owned buildings, and to arrange for repairs to be carried out in-house or

recommendations made to Council for contractors to be appointed as necessary when outside the delegated powers of the committee;  
to conduct regular rent and lease reviews **without the need to consult Full Council** to review the Council's asset register on an annual basis and, in liaison with the Finance & Admin Committee, give relevant assurances to Council for the signing of the Annual Return.

The Committee shall keep under review the Council's Financial Risk Assessment Policy (Finance and Admin Committee's responsibility) and make recommendations to the Finance & Admin Committee for any amendments or improvements required from time to time, or for any adjustments required in the Council's insurances.

#### Emergency Planning

The Committee will oversee the implementation of any community emergency planning and resilience practices which may be agreed by the Council from time to time.

#### Speeding

To identify, quantify and list the major traffic management problems (parking, congestion, speeding etc.) that affect Holbeach and Parishes.

To identify and evaluate feasible options for improving the traffic management problems in the Parish.

In liaison with the relevant bodies in Lincolnshire County Council and South Holland District Council and other stakeholders.

To manage the implementation and management of the Speed Indicator Devices.

#### (d) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees/panels can be set up to deal with issues arising.

#### (e) Confidentiality

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the PPES Committee and Clerk with the press and the public excluded where appropriate.

Council 10/02/25 Chair's initials.....