



Coubro Chambers

11 West End

HOLBEACH

Spalding

Lincs.

PE12 7LW

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Clerk/RFO: Jan Hearsey, Deputy Clerk: Brandi Rogan

Dear Councillor,

I summon you to a Meeting of the above Council to be held via Teams on Monday 12th April 2021, there will be no Open Forum, at 19:00.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTk4OTUyMGMtOTJmMi00YjI4LWEzYWItNmM4MzBmZTJkOWQw%40thread.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d

Yours sincerely,

Jan Hearsey, Clerk

A G E N D A

1. Apologies (Clerk)

2. Declarations of Interest (Clerk)

3. Clerks report

- (a) Report current vacancies
- (b) To discuss future meetings & how Members can comply with the change in legislation due to the ceasing of virtual meeting.
- (c) To agree to starting numbering of minute items from May each year.
- (d) To agree to re-introduce the open public forum for ten minutes before each meeting.

4. Minutes of previous meetings –

(a) To agree the notes as Minutes of the meeting of 8th March 2021

5. Police and County Matters - Clerk

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

6. Highways Matters (Clerk)

- (a) Road closures

7. To agree a Royal British Legion Parade Committee and decide terms of reference.

8. To agree to change the structure of the Parish Council to incorporate Committees.

- (a) To agree how many committees and their titles
- (b) To agree the terms of reference and delegated powers for each committee.

9. To agree to form a committee to organise a Christmas Fayre in December 2022

10. Allotments (Cllr Graham Rudkin)

- (a) Chairman of Allotments Report
- (b) To agree to give permission to allotment holder at Battlefields G41/2 to plant a walnut tree.

11 Carters Park and Parish Playing Field (Cllr Kelly Wilson)

- (a) Chairman of Parks and Playing Fields Report.
- (b) To agree to the planting of more trees in the picnic area in Carters Park.
- (c) To agree to consult the Public on what equipment they would like to see for teenagers in Carter Park.
- (d) To agree to re-open the dog run.

12. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) To agree to offer logs from fallen trees to the public via our Facebook page.
- (c) Scribe cemeteries – Deputy Clerk
- (d) Memorial inscriptions and burial reserved plots – for approval – Deputy Clerk

13. Fishpond Lane Nature Reserve (Cllr Laurence Marchant)

- (a) Chairman of the Nature Reserve report

14. Holbeach Bank Playing Field (Cllr Eddie McNally)

- (a) Chairman of Holbeach Bank Playing Fields Report
- (b) To agree to write to the Owner/Occupier of Eagle Lodge regarding their ownership of the fence.

15. Planning Applications (Cllr Eddie McNally)

- (a) Chairman of Planning's Report and to agree the list of planning applications for comment.

16. Property (Cllr Isobel Hutchinson)

- (a) Chairman of Properties Report

17. Financial statement and presentation of payments for approval (Cllr Rachel Flood)

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 6th April 2021.
- (b) Financial Statement & Bank reconciliation.
- (c) To agree to adopt a red telephone box
- (d) To agree to give the Finance working Party/committee delegated powers to agree the Cheque Register payments for May 2021 due to no meeting venue being open and at the present time, no Government extension to online meetings being legally possible.
- (e) To agree to accept the highway verge cutting price from SHDC
- (f) To agree the Reserves Policy
- (g) To agree to purchase plates and fixings for speed signs.

18. HR Committee – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed.

- (a) Chair of HR report including confidentiality reminder
- (b) To agree to change Standing Orders to encourage and highly recommend Councillor training
- (c) To agree for a work experience placement student.
- (d) To agree to the Clerk and Deputy Clerk increasing one point on their pay scale as per their employment contracts.
- (e) To discuss appointing an apprentice grounds maintenance worker.
- (f) To discuss freedom of information request relating to staff time
- (g) Training iLCA & Chainsaw. Training cost update.
- (h) To agree new HR documentation (contracts & employee handbook)
- (i) To agree a formal response to staffing issue.

19. Health & Safety – (Cllr L Marchant)

- (a) To discuss and agree the H & S manuals produced by Peninsula

20. PR/IT

- (a) To discuss the Council's Facebook page.
- (b) To discuss and agree to a Parish Council Newsletter
- (c) To agree to produce a press statement regarding the public's concern over transparency of the Council. To resolve to take into “Closed Session” due to the confidential nature of the matter to be discussed.

20. Speeding (Cllr Peter Sparkes)

(a) To receive the speeding committee report

21. Vice – chair John Spencer

(a) To discuss Councillor understanding following recent training- resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed.

22. Items for discussion only and agenda item requests. Please submit agenda items by 22nd April 2021

23. Confirm date and venue of next Parish Council Meeting which is the Annual Meeting of the Parish Council

May 4th 2021 via Teams.