



## **Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Wednesday 25th June 2025 at 10:00 at Coubro Chambers, 11 West End**

Those present :

Chair : Cllr J Sharman

Councillors : Cllr S Ball, Cllr P Foyster, Cllr I Hutchinson

Officers : Mrs B Brothwell - Deputy Clerk, Mr P Joinson - Grounds keeper, Mr D Taylor - Grounds keeper

\* Attended remotely

### **Meeting opened at:**

Chair Cllr J Sharman opened the meeting at 10:00

### **OS25/6-012 Apologies**

No apologies for absence were received prior to the meeting.

### **OS25/6-013 Declarations of Interest**

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011

Cllr J Sharman declared an pecuniary interest in agenda item 25/6-016

### **OS25/6-014 Minutes**

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE COUNCIL HELD ON 21ST MAY 2025

It was proposed, seconded and

**Resolved:** That the official minutes of the meetings of the Open Spaces Committee held on 21st May 2025 be approved as a correct record and signed by the Chair.

### **OS25/6-015 Clerk's report**

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

#### **Park Road Cemetery**

Park Team have continued the good work at Park Road Cemetery with the outer areas have now been strimmed and tidied up.

### **Carters Park**

Park Team have been trimming hedges and maintaining the grass, spraying has also been done.

### **All Saints Churchyard**

Work will begin on the back and side of the Churchyard now that the Bluebells have dried out, the church have agreed for us to be able to spray on hardstanding areas which will help control the weeds. Chemical has been ordered to deal with the brambles in this area.

### **Netherfield Playing Field**

Phone call from Parishioner on Friday 20th June regarding Netherfield gate entrance overgrown and bin overflowing and unpleasant smell on Farmers Gate and pictures sent through to my work mobile.

Report for bin filed with SHDC Ref 8388-7290-7049-5474 and email sent to Park Team, who dealt with the overgrown area on Monday 23rd June.

Update sent to Parishioner on Friday 20th June and this was their response: 20/06/2025, 16:20 - Hi Becky, Thank you so much. Fingers crossed, it will all be sorted out soon. Do let me know how I can send a compliment about your support today. Have a good weekend.

### **Hall Gate**

Grass cutting and strimming have been completed and being kept neat and tidy by Park Team.

### **Outer Areas: Holbeach Bank Playing Field / Holbeach Hurn Playing Field / Holbeach St Johns Churchyard & War Memorial / Holbeach St Marks Playing Field**

All outer areas are going well with no issues and lots of positive comments from Parishioners.

**OS25/6-016**

### **Allotments**

1. To receive an update on the waiting list and vacant allotments.

An update was provided regarding the waiting list and current vacancies. There are presently eight vacant plots at Battlefields. Two allotment application forms have been issued.

2. To receive an update on the allotment shed.

The Deputy Clerk will review previous meeting minutes and confirm the total budget, ensuring fencing costs are included. Shed specifications will be obtained from Park Team once measurements are completed, after which full details will be circulated to the Open Spaces Committee via email.

3. To resolve to agree the placing of the compostable toilet on the allotment holders plot and to review paperwork.

It was proposed, seconded and

**Resolved:** It was resolved to approve the placement of a compostable toilet on the allotment holder's plot. The review of relevant paperwork has been completed. The Deputy Clerk will contact Mandy at Boxes of Hope via email to confirm that installation may proceed.

4. To resolve to agree for the Park Team to trim the vacant allotment plots and

pathways.

It was proposed, seconded and

**Resolved:** It was resolved to approve the strimming of vacant allotment plots and associated pathways by the Park Team. The task will be added to the Park Team's work schedule accordingly.

**OS25/6-017      Carters Park**

1. To resolve to agree and review the way forward with pest control at Carter's Park.

It was proposed, seconded and

**Resolved:** It was resolved to agree and review the next steps regarding pest control measures at Carter's Park. Park Team will attend a pest control course to support implementation. Deputy Clerk will be responsible for booking the relevant training courses for the Park Team.

2. To resolve to agree quotes for wet pour in playground area.

It was proposed, seconded and

**Resolved:** It was resolved to approve the review of quotes for wet pour surfacing in the playground area. Cllr I Hutchison will assess the quotes for two specified sections: 14m x 2m (Zip Wire) and 1m x 1m. The relevant email dated 30th May has been provided to Cllr I Hutchinson for reference.

3. To resolve to agree the work required for the tree at Holbeach Football Club Floodlight.

It was proposed, seconded and

**Resolved:** It was resolved to agree on the necessary works concerning the tree adjacent to the floodlight at Holbeach Football Club. Quotations for the tree work will be obtained, with a minimum of three quotes to be reviewed.

4. To resolve to agree to gain quotes for the outfield at Carter's Park to eliminate red thread and other stubborn weeds.

It was proposed, seconded and

**Resolved:** It was resolved to obtain quotations for treatment of the outfield at Carter's Park to address red thread and other persistent weed issues, including platelet weeds as noted by Park Team member. Quotes will be sourced from an external company, and equipment requirements for the Park Team will be assessed. Relevant training courses will also be identified. Park Team will provide a detailed list of weeds and necessary actions.

5. To resolve to agree to contact drainage board in relation to a Health and Safety issue at Carter's Park.

It was proposed, seconded and

**Resolved:** It was resolved to contact the drainage board regarding a Health and Safety concern at Carter's Park. Cllr P Foyster will investigate the matter further on behalf of the Open Spaces Committee. Drainage board contact details will be forwarded to Cllr P Foyster by Deputy Clerk.

6. To resolve to agree the request regarding Strawberry Fields.

It was proposed, seconded and

**Resolved:** It was resolved to agree on the response regarding the request for Strawberry Fields. The Council declined the proposal to purchase the area. An email will be sent to the management company notifying them of the decision. A formal letter will also be drafted by Deputy Clerk and circulated to the Open Spaces Committee for review.

**OS25/6-018 Cemeteries**

1. To receive an update on Park Road Cemetery fence.  
An update was received regarding the fencing at Park Road Cemetery. The Council is currently awaiting a quotation for the proposed works. Once received, the quote will be forwarded to the Planning Officer at South Holland District Council (SHDC) for recommendations.
2. To receive an update on memorial for Terry Harrington.  
An update was received regarding the memorial for Terry Harrington. Cllr I Hutchinson will provide Deputy Clerk with the relevant contact phone number to support the next steps.
3. To resolve to agree and review the holly cutting contract.  
It was proposed, seconded and  
**Resolved:** It was resolved to agree and review the arrangements for the holly cutting contract. Park Team completed the work independently last year, though an offer had been received from the holly contractor. Consideration was also given to the option for the Park Team to manage the cutting, including the purchase of necessary chemicals. Deputy Clerk will follow up with the holly contractor to confirm interest for the current year. Deputy Clerk will draft and send a formal letter of inquiry. The matter of potential repairs will also be reviewed.

**OS25/6-019 Tree Work**

1. To review the tree surveys completed in May 2024 and to resolve to agree any works required.  
It was proposed, seconded and  
**Resolved:** The tree surveys conducted in May 2024 were reviewed, and necessary follow-up actions were discussed. Cllr I Hutchinson highlighted the need to address the crowns of the Lime trees located on Park Road and proposed obtaining separate quotations for this work and other moderate tree issues identified. The Silver Birch in the churchyard appears to be dead, and the Cedar on the left-hand side of Park Road has sustained significant previous damage. Clarification is to be sought from SHDC regarding the potential removal of Lime trees within the conservation area. It was also agreed to pursue a new tree survey, as the next assessment is due within 18 months. In addition, updated training will be arranged for the Park Team to ensure appropriate skill levels for future tree-related tasks.

**OS25/6-020 Budgets**

1. To review the Open Spaces budget.  
The Open Spaces budget was scheduled for review; however, no formal report was presented at this meeting.

**OS25/6-021 Projects**

1. To receive an update on the disabled path  
An update was received regarding the disabled access path. UKSPF funding remains available until 30th June. Deputy Clerk is working toward submitting the funding application within the current week, subject to work constraints and capacity.
2. To receive an update on the tractor shed

An update was received regarding the tractor shed. The perimeter fencing has been installed; however, the shed itself has not yet been ordered. The Deputy Clerk will investigate the matter further and report back in due course.

3. To receive an update on the pump track

An update was received regarding the pump track. The invoice for the survey has been paid, and the Council is currently awaiting confirmation of the survey date.

4. To discuss and review fuel storage options for Park Team.

A discussion was held regarding fuel storage options for the Park Team. It was proposed that a mobile bowser be considered to facilitate bulk fuel purchases. Costings for this option will be explored and brought back for review. Security measures and suitability of bowser size, along with minimum fuel requirements, will also be assessed. Findings will be presented at the next Open Spaces Committee meeting.

## **OS25/6-022 Work Scheduling**

1. To resolve to agree the work schedule and to be sent fortnightly to Park Team members and Open Spaces members.

It was proposed, seconded and

**Resolved:** It was resolved to agree the work schedule for the Park Team, which will be issued fortnightly to both Park Team members and Open Spaces Committee members.

The schedule will include tasks such as fence trimming along Edinburgh Walk and tree trimming as required.

2. To resolve to agree to purchase an upgraded tablet for the Parks Team to be able to access new software for Cemetery & Playground inspections.

It was proposed, seconded and

**Resolved:** It was resolved to approve the purchase of an upgraded tablet for the Parks Team to facilitate access to new software used for Cemetery and Playground inspections. Deputy Clerk will explore the possibility of upgrading the current device and, if unsuitable, will consider purchase options.

3. To receive an update on asset register for Park Team.

An update was received regarding the Park Team's asset register. Cllr J Sharman and Park Team member have completed the initial register, though some equipment still requires labelling. Cllr I Hutchinson will forward the register for review. Park Team member noted that the register was last updated six months ago and flagged several broken items requiring amendment and removal. Additionally, out-of-date PPE has been identified and should be removed from the list accordingly

4. To resolve to agree training plan for Park Team members.

It was proposed, seconded and

**Resolved:** It was resolved to agree the training plan for Park Team members. Mandatory training requirements were noted, and arrangements will be made to bring forward the Pole Pruner and Chainsaw training for Park Team members. Deputy Clerk will update the committee on the current training budget. A full record of Park Team qualifications, including expiry dates, will be collated for monitoring and planning purposes.

5. To resolve to agree finances for PPE equipment for Park Team members.

It was proposed, seconded and

**Resolved:** It was resolved to approve financing for PPE equipment for the Park Team. This includes an additional harness for use with the MEWP and safety boots. The Council agreed to introduce a standard footwear allowance of £100 per Park Team employee, allocated once every 18 months and paid by expenses on payslip once receipt provided.

To facilitate appropriate sizing for winter clothing, staff may visit The Shoppe in Spalding to try on required equipment, with details of the store to be provided by Cllr S Ball.

The committee will further consider a fair framework for distributing these allowances and determine the frequency of reimbursements.

6. To resolve to agree 2 day chipper hire from Chisleatts for the end June / beginning of July.

It was proposed, seconded and

**Resolved:** It was resolved to agree a two-day hire of the 6" chipper from Chislett, scheduled for the end of June or beginning of July at a cost of £147.00 plus VAT.

7. To resolve to agree a process of Kubota daily checks.

It was proposed, seconded and

**Resolved:** It was resolved to agree on a revised process for conducting daily checks on operational vehicles and equipment. The current procedure will be revamped to improve clarity and compliance. Separate daily check forms will be introduced for the Truck, Kubota, and Trailer to ensure tailored assessments for each unit.

**OS25/6-023**      **Next meeting**

1. The next meeting date for Open Spaces Committee is Wednesday 23rd July 2025 at 10.00am.

**Meeting closed at:**

11:06

**Signed Chair**

**Date**

Council 25/06/25    Chair's initials.....