

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the meeting of Holbeach Parish Council Full Council Committee to be held at Methodist Church, Albert Street on Monday 13th October 2025 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.

Yours sincerely,



Becky Brothwell - Deputy Clerk

1 Public Session

- 6.00pm to 6.15pm - Public session
- 6.15pm to 6.30pm - District & County Council Reports

25/6-089 Apologies

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

25/6-090 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011.

25/6-091 Minutes

To approve as a correct record the notes of the meetings of the Council held on 4th September 2025.

25/6-092 Clerk

1. To receive a report from the Clerk.
2. To receive an update on vacancies.
3. To **resolve to agree** the co-options as submitted.

25/6-093 Finance & Admin Committee

1. To receive the report from the Chair of the Committee.
2. To note the Minutes/Draft Notes of the Committee.
3. To note the bank balances as at 30th September 2025.
4. To **resolve to agree** the payments for September 2025 and to note the income

for September 2025.

5. To **resolve to agree** to elect members to the Committee.

6. To **resolve to agree** to put Cllrs T Chinery, D Edwards, S McKendry and J Bennett-Collins on the bank mandate.

7. To **resolve to agree** the way forward with Council Device Policy.

8. To **resolve to agree** an increase in Barclaycard credit limit for Park Team Supervisor.

9. To receive an update on the way forward with 2025/26 Projects and 3 year forecast.

25/6-094 Open Spaces Committee

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

2. To note the Committee Minutes/Draft Notes.

3. To **resolve to agree** Carter's Park Charity Management Agreement.

4. To **resolve to agree** to allow Bounce House Party & Caterers to use Carter's Park in school holidays upon request for 2026.

5. To **resolve to agree** the way forward with the Telecommunications Mast at Football Club.

6. To **resolve to agree** the way forward with the Tractor Shed.

7. To **resolve to agree** to purchase 4 x 25 litre drums of Algiclear to treat the fences around Park Road Cemetery, Tennis Courts and Carter's Park.

8. To **resolve to agree** a drone flying policy.

9. To **resolve to agree** to purchase replacement skids for Kubota.

25/6-095 PPES Committee

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

2. To note the Committee Minutes/Draft Notes.

3. To **resolve to agree** the location of the post for the solar Speed Indicator Device outside Holbeach Academy Primary School.

4. To **resolve to agree** the way forward with Park Bungalow.

5. To **resolve to agree** heating repair for 4a High Street.

6. To **resolve to agree** the way forward with car parking for Band Hall.

25/6-096 Events & PR Committee

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

2. To note the Minutes/Draft Notes of the Committee.

3. To request volunteers assistance for Remembrance Day road closures.

4. To **resolve to agree** action plan and paperwork for Halloween Spooky Trail, Remembrance Parade and Holbeach Winter Wonderland.

5. To **resolve to agree** to allow the Park Team to come in on Saturday 1st November to remove the Halloween Spooky Trail.

25/6-097 HR, H & S and Data Protection Committee

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

2. To **resolve to agree** approval of the training course for the Parks Team, as suggested by the Parks Supervisor.

3. To **resolve to agree** consideration of a revised committee meeting schedule.

4. To **resolve to agree** Park Team member's revised contract.

5. To **resolve to agree** the way forward with the Deputy's Clerk additional hours, (including any necessary budget movement, TOIL arrangements, and clarity on how long extra hours are approved for).

6. To **resolve to agree** agreement on an updated Freedom of Information policy.

25/6-098 Meeting

1. The next meeting of the Council will be on Monday 10th November 2025 at

Methodist Hall, Albert Walk, Holbeach at 18:30. Public Session will begin at 18:00.

12 Closed Session

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.

25/6-099 HR, H & S and Data Protection Committee

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

Minutes of the Extraordinary meeting of Holbeach Parish Council on Thursday 4th September 2025 at 18:00 at Methodist Church, Albert Street

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr S McKendry

Councillors : Cllr T Chinery, Cllr D Edwards, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory

* Attended remotely

Open meeting opened at:

18:00

Public Session

- 6.00pm to 6.15pm - Public session
- 6.15pm to 6.30pm - District & County Council Reports
- Report from Cllr Peter Savory - Voluntary Car Service

25/6-076 To Elect a Vice-Chair of the Council

It was proposed, seconded and

Resolved:

Nomination 1:

Cllr S Ball proposed Cllr P Howden.

No seconder received; nomination not progressed.

Nomination 2:

Cllr I Hutchinson nominated Cllr S Hutchinson.

- Vote Outcome:
- 3 votes in favour
- 5 abstentions

Nomination 3:

Cllr D Edward proposed Cllr S McKendry; seconded by Cllr T Chinery.

- Vote Outcome:
- 3 votes in favour
- 5 abstentions
- Chair exercised casting vote in favour of Cllr S McKendry.

25/6-077 Apologies

Apologies have been received from Cllr P Howden, Cllr T Wiltshire, Cllr P Foyster were received and accepted under the delegated powers of the Clerk.

25/6-078 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011.
Cllr Donna Edwards Pecuniary Interest 25/6-081 Item 5.

25/6-079 Minutes

To approve as a correct record the notes of the meetings of the Council held on 1st August 2025 and 11th August 2025.

It was proposed, seconded and

Resolved: That the official minutes of the meetings of the Full Council held on 1st August 2025 and 11th August 2025 be approved as a correct record and signed by the Chair.

25/6-080 Clerk

1. To receive a report from the Clerk - No Report.

2. To receive an update on vacancies.

Town Ward - 2 (3 after 12th September 2025 after Notice of Vacancy)

Hurn Ward - 3

Drove Ward - 1

3. It was **resolved to agree** the co-options as submitted - None received.

25/6-081 Finance & Admin Committee

1. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllr S McKendry.

2. To note the Minutes/Draft Notes of the Committee.

3. To receive the report from the Chair of the Committee - No Report.

4. To note the bank balances as at 31st August 2025.

The bank balances as at 31st August 2025 were noted:

Account ending 4844 £3,522.73

Account ending 5394 £8,828.03

Account ending 0001PC £563,493.69

5. To **resolve to agree** the payments for August 2025 and to note the income for August 2025.

It was proposed, seconded and

Resolved: That to the payments for August 2025 of £25,948.30 be authorised and the income received for August 2025 of £8,638.29 and Direct Debits for September 2025

of £2,631.96 be noted.

6. To **resolve to agree** grant application from Holbeach Hurn Village Hall.

It was proposed, seconded and

Resolved: To award £1,600.00 from the remaining grants budget. Cllr P Savory vote against to be recorded.

7. To **resolve to agree** for all access for devices and email access to install Microsoft Authenticator.

It was proposed, seconded and

Resolved: To approve installation of Microsoft Authenticator across all council devices and email accounts to enhance security and enable multi-factor authentication.

Actions:

Review existing IT policy to ensure compatibility and compliance with proposed changes.

Assess financial implications, including licensing, support, and potential training costs.

Report findings and recommendations to the Finance Committee for budget consideration.

25/6-082 Open Spaces Committee

1. To note the Committee Minutes/Draft Notes.
2. To receive a report from the Chair of the Committee.

The committee are working through several items that have been outstanding for some time notably the tree work identified in the last tree report. The quotes for these were agreed at the meeting and will now be carried out by the contractor. We have identified some issues with items of the play equipment and quotes are being sourced for repairs to be carried out after the summer holidays.

The use of Carters Park by a local bouncy castle company during the summer holidays has been well received by the public and we will be looking at building on this in the future. As part of this process we will look at the current procedure for using the park for events and activities and recommend any changes to full council.

The gates for the tennis courts supplied by LTA are due to be installed on 1st October which will mean there then be a booking system in place. Full details of how to book will be made available shortly, the courts will still be free to use.

Public consultation on the pump track project is now underway and the schools will be approached once they return.

3. To **resolve to agree** to elect members to the Committee - None received.

25/6-083 PPES Committee

1. To receive the report from the Chair of the Committee - No report.
2. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllrs S McKendry and I Hutchinson.

3. To **resolve to agree** to submit report regarding planning application H23-0313-25 - Land At Peartree Hill Road Whaplode Drove Spalding PE12 0SL - Provision of new poultry unit & associated works.

It was proposed, seconded and

Resolved: Deputy Clerk to write report and submit.

Holbeach Parish Council – Objection to Planning Application H23-0313-25

Holbeach Parish Council strongly objects to application H23-0313-25, submitted by Holbeach Poultry Ltd. for twelve poultry houses and up to 552,120 birds (with permission for 690,000) at Pear Tree Hill Road, Whaplode Drove, Spalding PE12 0SL.

Although the applicant cites a lower-intensity customer contract, the site would be permitted to house up to 4.83 million birds annually. All impacts must be assessed on a worst-case basis.

Highways and Infrastructure

- Access Road Unsuitability: Pear Tree Hill Road is narrow and visibly degraded. It cannot support the weight and frequency of HGV traffic this proposal would generate.
- Network Fragility: Surrounding roads show subsidence and cracking. These routes were not built for sustained heavy goods movement.
- Incomplete Assessment: The applicant's transport report lacks key data, including California Bearing Ratio (CBR) tests, essential for evaluating road resilience.
- Traffic Volume: Estimated 2,884 HGV movements annually—likely conservative—would accelerate road damage and impose repair costs on local authorities.

Public Health and Environmental Risks

- Air Pollution: Increased traffic and operations will release dust, ammonia, and particulates, posing respiratory risks to workers and 4,400 residents—especially children and the elderly.
- Antibiotic Resistance: Intensive poultry farming contributes to antibiotic overuse. The UK sees over 2,000 deaths annually from resistant infections; globally, over one million. This facility risks worsening the crisis.
- Avian Flu Risk: The site lies just 1.8km from another poultry farm—within the 3km biosecurity zone required during outbreaks. Lincolnshire is already a hotspot, and pandemic risks are rising.
- Dietary Impact: High poultry consumption (over 300g/week) is linked to increased risks of gastrointestinal cancers, elevated cholesterol, and pathogen exposure. This facility may contribute to long-term public health burdens.

Cumulative Impact and Fiscal Responsibility

- Existing Operations: Several intensive poultry farms already operate nearby. Cumulative impacts on air quality, biosecurity, and infrastructure must be considered.
- Public Spending: Approving a proposal likely to incur substantial highway and healthcare costs would be fiscally irresponsible.
- Precautionary Principle: Where risks to health and biosecurity are credible and potentially severe, planning authorities must act to prevent harm.

SHDC Amendment Policy

Applications must be complete upon submission. South Holland District Council does not accept unsolicited amendments post-validation unless exceptional circumstances apply and statutory deadlines are maintained. Holbeach Parish Council expects any attempt to revise or dilute the scope of this application to be handled strictly in accordance with this policy.

We respectfully request that this application be refused in its current form. Holbeach Parish Council supports sustainable development that prioritises community wellbeing, environmental stewardship, and responsible infrastructure planning.

4. To **resolve to agree** to get quotes for works required from electrical installation condition reports for Cemetery Chapels and Band Hall.

It was proposed, seconded and

Resolved: To obtain quotations for the necessary works identified in the Electrical Installation Condition Reports (EICRs) for both the Cemetery Chapels and the Band Hall.

5. To **resolve to agree** quote for professional services in regard to council lease. It was proposed, seconded and

Resolved: To move agenda item into Closed Session.

6. To **resolve to agree** to advertise empty office and agree rent for Office 3 at Coubro Chambers.

It was proposed, seconded and

Resolved: To obtain current market rent comparisons for similar office spaces.

7. To **resolve to agree** to appoint an electrician to do the remaining EICR for Football Club, 2 High Street and 4 High Street.

It was proposed, seconded and

Resolved: • To request quotes for EICR completion and Portable Appliance Testing (PAT) where applicable.

- Ensure reports are reviewed promptly and any urgent works are prioritised.

- Advertise the opportunity for quotations via the council's Facebook page.

Interested parties to contact the Deputy Clerk directly.

8. To **resolve to agree** the way forward with Park Bungalow.

It was proposed, seconded and

Resolved: To agree the need to determine a clear way forward for Park Bungalow, including consideration of its potential conversion to residential use and an EPC completed.

25/6-084 Events & PR Committee

1. To receive the report from the Chair of the Committee - No Report

2. To note the Minutes/Draft Notes of the Committee.

3. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllrs P Howden and T Chinery.

25/6-085 HR, H & S and Data Protection Committee

1. To receive a report from the Chair of the Committee - Update received from Cllr S Hutchinson.

2. To **resolve to agree** organisational structure.

It was proposed, seconded and

Resolved: To be moved to Closed Session

3. To **resolve to agree** appointment of Park Team Grounds Supervisor.

It was proposed, seconded and

Resolved: To be moved to Closed Session

4. To **resolve to agree** to extend Groundskeeper contract for a further 3 months to 14th February 2026.

It was proposed, seconded and

Resolved: To be moved to Closed Session

25/6-086 Meeting

1. To note the cancellation of the ordinary meeting of 8th September 2025.

2. The next meeting of the Council will be on Monday 13th October 2025 at Methodist Hall, Albert Walk, Holbeach at 18:30. Public Session will begin at 18:15.

Open meeting closed at:

19:33

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.

Closed meeting opened at:

19:37

25/6-087 HR, H & S and Data Protection Committee

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

2. To **resolve to agree** organisational structure.

It was proposed, seconded and

Resolved: To extend the temporary contract for the third Park Team member by a further three months, with the intention to make the role permanent thereafter, subject to performance and operational need.

3. To **resolve to agree** appointment of Park Team Grounds Supervisor.

It was proposed, seconded and

Resolved: To appoint DT as Park Team Grounds Supervisor, following a successful interview process.

4. To **resolve to agree** to extend Groundskeeper contract for a further 3 months to

14th February 2026.

It was proposed, seconded and

Resolved: To extend the current Groundskeeper contract for a further three months, with a revised end date of 14th February 2026.

25/6-088 Open Spaces Committee

1. To **resolve to agree** to allow a Council tenant installments on rent.

It was proposed, seconded and

Resolved: To approve a rent instalment arrangement for Holbeach Football Club, allowing payments of £500.00 per quarter.

5. To **resolve to agree** quote for professional services in regard to council lease.

It was proposed, seconded and

Resolved: To accept the quote for professional services in relation to the preparation of a new council lease. PLP (Top Floor tenant) to be formally notified that a new lease is being drafted by a professional advisor.

Closed meeting closed at:

20:15

Chair signature

Date



HOLBEACH PARISH COUNCIL CO-OPTION POLICY & APPLICATION -

On receipt, of written or electronic confirmation from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website
- Advise Holbeach Parish Council that the Co-option Policy has been instigated

Holbeach Parish Council is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

Parish Council meetings are held in the evening; on the second Monday in the month. There are usually twelve ordinary meetings per year. Additional extraordinary meetings may be called to discuss matters, which need to meet specific deadlines or to address urgent issues. The office of councillor is unpaid.

If you 18 or over, an elector in the Parish, or meet one of a number of other eligibility criteria set out in the application pack and are interested in applying to serve as Councillor please complete the application form in this pack and return to The Clerk. The process is as follows:

1. Candidates must apply in writing (by post or e-mail as set out on page2) using the application form attached. If you have any queries please contact The Clerk, clerk@holbeachpc.com, tel: 01406 426739
2. All candidates who have submitted applications will be invited to attend the next full Parish Council meeting Applications submitted by e-mail must be signed before or on the evening of the meeting.
3. All Councillors will receive copies of the candidate applications as supporting documents prior to the meeting.
4. There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the Councillors.
5. To be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. If there is more than one candidate for the vacancy the process will be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote. If a majority is not attained an appointment will not be made.
6. If a further casual vacancy arises within three months after co-option, those that were unsuccessful can request that their application is resubmitted, this does not affect their rights to submit a completely new application.
7. Successfully co-opted applicants become Councillors in their own right with immediate effect, having signed a Declaration of Acceptance of Office, and are no different from any other member. Their term of office runs until the next elections for the Parish Council. They must fill in an entry to the Members' Register of Interests within 28 days with a copy passed on to the monitoring officer at South Holland District Council.
8. There will be opportunities for training during their term of office.



HOLBEACH PARISH COUNCIL APPLICATION FORM FOR CO-OPTION TO THE PARISH COUNCIL

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **The Clerk, Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach PE12 7LW** or by e-mail (preferably as a printable pdf document) to clerk@holbeachpc.com

NAME: (Mr/Mrs/Miss/Ms/Other) **Mr Adrian Haslett**

ADDRESS:

E-mail address

Telephone landline Mobile

QUALIFICATION TO SERVE

You are at least 18 years old and a British citizen or an eligible Commonwealth and you must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered at the above address as a Local Government Elector for the area of Holbeach Parish?	☒ YES / ☐ NO
2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above.	☒ YES / ☐ NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish? Give address of land or premises.	☒ YES / ☐ NO
4. During the whole of the last 12 months, has your main place of work been within the Parish? Give address and place of work and employer if applicable.	☐ YES / ☒ NO

DISQUALIFICATIONS

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are at appendix 1).

Note 1: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

Signed **A. Haslett**

Date **24 September, 2025**



HPC are keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.

1 BRIEF CURRICULUM VITAE (You may attach a separate document)

I assist with watering the plants at the village hall and get on well with people.

2 REASONS FOR WISHING TO BE A COUNCILLOR

I would like to assist local residents in getting changes done in the borough



3	PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK
	Watering of plants at Saracens Head village hall
4	YOUR SKILLS WHICH MAY BE USEFUL AS A COUNCILLOR
	People Skills Computer Skills DIY Skills
5	ANY OTHER COMMENTS

Version	Date Approved	Amendments Made	Next Review Date
V1	August 2021		April 2023
V2	11/04/2023		April 2024

Appendix 1

Local Government Act 1972

80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.



(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

81 Exception to provisions of section 80

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

81A Disqualification relating to sexual offences etc

(1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—

- (a) any relevant notification requirements, or
- (b) a relevant order.

(2) In this section "relevant notification requirements" means—

- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).

(3) In this section "relevant order" means—

- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;



- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
- (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
- (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
- (i) a child protection order under Article 11 of that Law;
- (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (k) a risk of sexual harm order under section 22 of that Law;
- (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
- (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—
 - (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
 - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
 - (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
 - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

Localism Act 2011

Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election

34 Offences

- (1) A person commits an offence if, without reasonable excuse, the person—
 - (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
 - (b) participates in any discussion or vote in contravention of section 31(4), or
 - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—



- (a) knows that the information is false or misleading, or
- (b) is reckless as to whether the information is true and not misleading.
- (3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.
- (5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.
- (6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.
- (7) But no such proceedings may be brought more than three years—
 - (a) after the commission of the offence, or
 - (b) in the case of a continuous contravention, after the last date on which the offence was committed.
- (8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.
- (9) The Local Government Act 1972 is amended as follows.
- (10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".
- (11) In section 87(1)(ee) (date of casual vacancies)—
 - (a) after "2000" insert " or section 34 of the Localism Act 2011 or ", and
 - (b) after "decision" insert " or order ".
- (12) The Greater London Authority Act 1999 is amended as follows.
- (13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—
 - "(ia) under section 34 of the Localism Act 2011,".
- (14) In section 9(1)(f) (date of casual vacancies)—
 - (a) before "or by virtue of" insert " or section 34 of the Localism Act 2011 ", and
 - (b) after "that Act" insert " of 1998 or that section ".

Statement of Account

Mrs Janet T Hearsey
Holbeach Parish Council
Coubro Chambers
11 West End
Holbeach
Spalding
Lincolnshire
PE12 7LW

5 October 2025

Account name: **HOLBEACH PARISH COUNCIL-Holbeach Parish Council**
Account number: **[REDACTED]-001**
Statement period: **31/08/2025 to 30/09/2025**

Account summary

Total valuation as at 30 September 2025 **£540,477.60**
Total valuation as at last statement at 31 August 2025 **£563,493.69**

Holdings as at 30 September 2025

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	540,477.6000	£1.00	£540,477.60
			Total value
			£540,477.60

Transactions for the period from 31 August 2025 to 30 September 2025

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
01/09/2025	Withdrawal	-25,000.0000	£1.0000	£-25,000.00
02/09/2025	Income Reinvestment	1,983.9100	£1.0000	£1,983.91

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.03% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Sep 2025	02/10/2025	Reinvestment	£1,787.78	PS3078564-001

All CCLA forms are available on our website: **www.ccla.co.uk/resources/client-documentation**. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on **www.ccla.co.uk/glossary**. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at **clientservices@ccla.co.uk**.

THE OFFICIALS
HOLBEACH PARISH COUNCIL
COUBRO CHAMBERS
11 WEST END HOLBEACH
SPALDING
PE12 7LW

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345 .

Your balances on 30 September 2025

Business Current Accounts

Business Current Account Statement	£3,195.00
.....	
Sort Code 20-80-78 • Account No [REDACTED] 4844	

Business Savings Accounts

Business Premium Account	£12,259.00
.....	
Sort Code 20-80-78 • Account No [REDACTED] 5394	

[This is the end of your account summary.](#)

Direct Debits September 2025

Greenzone	01.09.2025	£56.11
South Holland District Council	01.09.2025	£210.00
South Holland District Council	01.09.2025	£94.00
South Holland District Council	01.09.2025	£5.00
South Holland District Council	01.09.2025	£24.00
South Holland District Council	01.09.2025	£62.00
EON	01.09.2025	£258.31
Now Pensions	01.09.2025	£929.01
F1 Help	09.09.2025	£135.30
EON	19.09.2025	£19.50
NFU Mutual	19.09.2025	£79.37
British Gas	27.08.2025	£91.93
DIRECT DEBIT TOTAL		£1,964.53

INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

1. What is Information and Communication Technology? Information and Communication Technology (ICT) is a loose term which is used to describe a wide range of tools and techniques, usually electronic in nature, which speed up and/or aid communication. Holbeach Parish Council recognises the importance of embracing ICT to ensure that its customers benefit from efficient levels of service delivery. The Council supports the Government's aim of improving electronic access to public services.

2. Aims The aims of this policy are to:

- a) facilitate the ongoing development of the efficient management and delivery of the Council's services.
- b) provide opportunities for staff to acquire and develop core ICT competencies.
- c) ensure that the Council's ICT systems are reviewed regularly and adjusted to meet new or changing need.

3. Management The Parish Clerk has overall responsibility for ICT and the implementation of this policy.

4. Technical Support. The Parish Council shall appoint an independent and competent ICT support provider F1 Group and will be subject to a 1-year review to confirm the service they provide meet service delivery needs.

5. Security

a) Individuals shall:

- be responsible for the Parish Council's usernames and passwords.
- protect user credentials against misuse.
- not share or disseminate any user credentials with another person.
- only attempt to access ICT where permissions have been given.
- not misuse or alter the configuration or settings of any ICT.
- not attempt to bypass or subvert ICT security controls.
- not leave a computer system/tablet/phone open if it is unattended.
- operate a clear screen policy when you leave ICT unattended, for example by temporary "locking" the computer/tablet/phone.
- protect all ICT portable media and devices at all times, in particular when transporting them outside of Council premises
- Data recovery – the Chair of the Council, if the Clerk and Deputy Clerk are indisposed shall be able to request password resets from F1 Group by using an agreed pass phrase.
- Return the devices to the Council when requested for updating

b) All ICT media and portable devices used to process Council information shall be password protected and encrypted.



c) Staff, Councillors & Volunteers will seek to prevent inadvertent disclosure of personal or sensitive information by avoiding being overlooked when working

d) Take care when printing information and by carefully checking the distribution list for any material to be transmitted.

e) Staff, Councillors & Volunteers shall securely store or destroy any printed material which contains private information, sensitive, disclosive or identifiable records or which is not for public circulation.

f) Staff Councillors-shall not introduce unofficial software, hardware, removable media, or files without appropriate authorisation.

g) Staff, Councillors & Volunteers shall report any security incident or suspected security incident to the Council as soon as is reasonably possible.

6. Hardware Computers and peripherals - The Parish Council's computer systems and computer peripherals will be subject to annual review to confirm that they are meeting service delivery needs. All computers and computer peripherals will be listed, and revisions / deletions will be assessed for replacement or upgrade over a maximum of a 3-year period.

7. Telephones and related systems - Answer machines (or such combined units, where supplied) will be maintained within the Parish Council office. Any information contained in outgoing messages (conveyed by the latter machine) will conform to national minimum standards with messages being clear and concise. The Parish Clerk has the discretion to engage providers of more cost-effective telephone network services. Except in exceptional circumstances, use of the telephone, related and electronic communication systems for personal use must be authorised by the Parish Clerk. All staff and councillors are issued with mobile phones. All telephone and related systems will be assessed over a 3-year period and assessed for replacement / repair where necessary.

8. Software: The Parish Council's computer software will be subject to annual review to confirm that it is meeting service delivery needs and demand. To ensure adequate maintenance and development support, the Council shall normally avoid bespoke software packages. The Parish Council's approved applications are: • Microsoft 365 • accounting: EdgelT • payroll: Moneysoft Payroll Manager. The Clerk and Deputy Clerk have the Sum-up software on their Council mobile phones.

9. Internet access: The Parish Council recognises that the Internet is a valuable information resource with the potential to improve the delivery of its services. The Council has a web site controlled by Lincolnshire County Council and The Parish Council's aim is to deliver its services within the spirit of the Government's 'E-Government Strategy'.



- Access to the Internet must be approved by an authorised user - as appropriate, usually the Parish Clerk or Deputy Clerk.
- Access for personal reasons is permitted in certain circumstances, however it is the responsibility of the 'user' to ensure no illegal or prohibited sites are accessed; should this happen by error a report should be immediately submitted to the Parish Clerk / Chair of the Council.

10. e-mail: The Council recognises that email is an increasingly popular, speedy, and cost effective method for communication and data transfer. The Council requires that the Parish Council office, Coubro Chambers, West End has the capability of sending/receiving email messages and data. Members of staff, Councillors and authorised users shall ensure:

- e-mail use must be lawful and inoffensive - and be approved by an authorised user, normally the Parish Clerk.
- they do not send personal or sensitive data over public networks such as the Internet unless an approved method of protection or encryption has been applied to it.
- they check that the recipients of e-mail messages are correct so that personal, or sensitive information is not accidentally released into the public domain.
- that personally owned email accounts are not used to conduct Council business.
- They do not use Parish Council e-mail address(es) to send personal emails.
- That devices other than Council issued mobile phones and tablet are not authorised to be used for Council business or access the Council's wifi. Personal phones should not be used during working time, Councillors should not use personal mobile phones whilst attending meetings.
- All documentation will only be sent by email or other electronic communication.
- All devices are returned to the Council when the individual ceases being a member of staff or councillor.

11. Unacceptable Use: Members of staff and Councillors users shall ensure:

- any security incident or suspected security incident is reported to the Council as soon as is reasonably possible.
- they do not send personal or sensitive data over public networks such as the Internet.
- they do not communicate information via an ICT system knowing it or suspecting it to be unacceptable within the context and purpose for which it is being communicated.
- they do not process or access racist, sexist, defamatory, offensive, illegal, or otherwise inappropriate material.
- they do not carry out illegal, fraudulent, or malicious activities.
- they do not store, process or displaying offensive or obscene material, such as pornography or hate literature.



- they do not annoy or harass another individual, for instance by sending chain letters, uninvited e-mail of a personal nature or by using lewd or offensive language.
- they do not break copyright.

12. Remote Access: The Parish Council recognises that staff may need to work from remote locations from time to time. To address this issue, provision for remote access is available. Log on and password information will be issued to staff members. Staff members shall report any security incident or suspected security incident to the Parish Clerk and the Council as soon as is reasonably possible.

13. Personal Data: Any member of staff processing personal data must comply with the eight enforceable principles of good practice (Data Protection Act 2018). These stipulate that data must be:

- a) fairly and lawfully processed.
- b) processed for limited purposes.
- c) adequate, relevant, and not excessive.
- d) accurate.
- e) not kept longer than necessary.
- f) processed in accordance with the data subject's rights.
- g) secure.
- h) not transferred to countries without adequate protection.

14. Data Protection: The Parish Clerk is the Data Controller

- a) Confidentiality Passwords are to be used to restrict access to personal and/or confidential data. If there is any doubt about whether access to certain data should be restricted, guidance should be sought from the Parish Clerk/Data Controller.
- b) Viruses All computers used to send/receive emails or to access the Internet must have recognised anti-virus software installed - such as Norton Anti-Virus or McAfee. No disk, drive or memory stick from any external source shall be opened until it has been checked for viruses.
- c) Back-ups All data is to be stored in the Cloud and not on any individual device.

15. Training: The Council recognises that training staff using new technology products is essential. Therefore:

- a) all users of IT office productivity facilities (such as word processing and spreadsheets) shall be given appropriate training.
- b) adequate training in the use of specialised software packages will be given to all users of that software.
- c) training will be given to users of any new software as part of the implementation programme.

16. Awareness Individuals shall make themselves aware of, and comply with, requirements and legislation regarding information security and data protection along with any other legal, statutory, or contractual obligations identified by the Parish Council.

17. Breaches of Policy All Council employees have a contractual responsibility to be aware of and conform to the Council's values, rules, policies, and procedures. Breaches of policy may lead to disciplinary proceedings. Individuals who fail to comply with the Council's policies and who are not Council employees may have their access to Council information and ICT revoked and such action could have impacts on contracts with third party organisations.

Version	Date Approved	Amendments Made	Next Review Date
V1	08/04/2024		April 2025
V2	12-08-2024	Regarding Council issued devices	May 2027

Income September 2025		
Details	Date of Transaction	Amount
Allotment Income	01.09.2025	£55.00
Tenant Rent - 2 High Street	04.09.2025	£375.00
Allotment Income	04.09.2025	£55.00
Tenant Rent - Football Club	05.09.2025	£500.00
Tenant Rent - 4a High Street	08.09.2025	£500.00
Cemetery Income	08.09.2025	£900.00
Cemetery Income	08.09.2025	£260.00
Tenant Rent - 4 High Street	10.09.2025	£300.00
Tenant Rent - Coubro Chambers	12.09.2025	£175.00
Tenant Rent - Coubro Chambers	15.09.2025	£450.00
Christmas Fayre Income	19.09.2025	£30.00
Allotment Income	22.09.2025	£27.50
Duck Feeder Donations	24.09.2025	£40.00
Carter's Park Event Income	26.09.2025	£1,200.00
Cemetery Income	30.09.2025	£65.00
Cemetery Income	30.09.2025	£65.00
Cemetery Income	30.09.2025	£65.00
INCOME TOTAL		£5,062.50

Payments September 2025

Invoices due for payment			
Barclaycard Transactions (JH)	Date of Transaction	Amount	Details
Microsoft	03.09.2025	£37.08	Office 365 Admin
Microsoft	04.09.2025	£88.14	Office 365 Councillors
Breathe HR	06.09.2025	£412.80	Annual Renewal - HR System
Smarty	18.09.2025	£9.00	Tablet SIM Card
Barclaycard Transactions (BB)	Date of Transaction	Amount	Details
BPS Accessories	19.08.2025	£409.98	2 Section & 3 Section Ladders - Park Team
Zoro	19.08.2025	£41.99	Pointed Spade - Park Team
Zoro	20.08.2025	£161.94	2 x Square Shovel / 2 x Garden Rake / 2 x Lawn Rake - Park Team
Turnbull	21.08.2025	£387.96	4 x Bulk Bag Play Bark - Carter's Park & 2 Posts for Tennis Court Net Installation
Zoro	26.08.2025	£59.98	2 x Anvil Loppers - Park Team
Amazon	26.08.2025	£9.98	Gorilla Glue - Hallgate Cemetery Tags - Park Team
Bounce House Party	26.08.2025	£200.00	Netherfield Fun Day - 17th August 2025
British Gas	26.08.2025	£33.04	Carter's Park Electricity Bill
Greenzone	28.08.2025	£314.90	Extra Bin Park Road Cemetery
Amazon	28.08.2025	£29.46	Laptop Stand (Archivist Admin Assistant) & Plastic Number Tags
Amazon	28.08.2025	£29.63	Wireless Keyboard (Archivist Admin Assistant)
Amazon	31.08.2025	£129.00	Cross Cut Paper Shredder
Boyes	31.08.2025	£29.23	Pump Track Survey - 10th August 2025 - Tape / Blu Tack / Sweets
Sky	01.09.2025	£145.02	Internet - Coubro Chambers - 3 months fees
Post Office	04.09.2025	£25.00	Postage Top Up
Wave Utilities	04.09.2025	£112.77	Water Bill - Coubro Chambers
Wave Utilities	04.09.2025	£29.53	Water Bill - Park Road Cemetery
Amazon	05.09.2025	£50.00	Archive Cardboard Boxes - Pack of 20
Branch Bros	05.09.2025	£70.00	10 x 20kg Post Fix - Park Team
Amazon	08.09.2025	£70.97	Long Reach Pruner - Park Team

Barclaycard Transactions (DT)	Date of Transaction	Amount	Details
Whaplode Service Station	05.09.2025	£53.46	Truck Diesel
West End Garage	08.09.2025	£28.70	Kubota Diesel
Tonwood	10.09.2025	£20.17	Drill Bits - To fit basketball hoop Carter's Park
West End Garage	10.09.2025	£22.65	Kubota Diesel
Amazon	16.09.2025	£11.88	2 x Halogen Light Bulbs - Tractor Shed
Barclaycard Transactions (PJ)	Date of Transaction	Amount	Details
Branch Bros	27.08.2025	£14.00	2 x 20kg Postfix - Park Road Cemetery Noticeboard Installation
Tonwood	28.08.2025	£9.48	Float Valve - Carter's Park Toilet Repair
West End Garage	01.09.2025	£51.50	2 x Kubota Diesel
West End Garage	12.09.2025	£29.50	Kubota Diesel
Whaplode Service Station	15.09.2025	£30.30	Machinery Fuel
BARCLAYCARD TOTAL		£3,159.04	
Invoices	Date of Transaction	Amount	Details
DTS	30.09.2025	£692.00	Locking and Unlocking of Park Road Cemetery and Carter's Park
Fraser Dawbarns	03.09.2025	£3,427.80	Solicitor fees for purchase of Battlefield Allotments
Hargrave	08.09.2025	£15.24	Stone Disc Cutter - Park Team
Hargrave	30.09.2025	£19.44	Fuse Pack - Park Team
Platinum Cleaning	30.09.2025	£279.21	Cleaning Coubro Chambers
Holbeach Hurn Village Hall	07.10.2025	£1,600.00	Grant Funding - Hall Curtains
Peregrine Tree Servcies	08.09.2025	£100.00	Emergency Tree Work - Carter's Park
HMRC	01.08.2025	£5,012.25	Tax & National Insurance Contributions (August 2025)
Confidential	01.09.2025	£21,435.55	Employee Salaries / Tax & NI / Pensions (October 2025)
Personnel Advice & Solutions Ltd	01.09.2025	£120.00	HR Advisor - October Services
South Lincs Security	25.09.2025	£234.00	Christmas Fayre Security & First Aid
Tonwood Hardware	07.09.2025	£10.00	2 x Mending Plate / Bolts - Tennis Net Installation
Will The Tree Man	19.09.2025	£600.00	Tree Work - Holbeach Football Club
Will The Tree Man	30.09.2025	£2,400.00	Tree Work - Carter's Park along Park Road

PKF	28.09.2025	£1,260.00	AGAR Audit Fee
Chandlers	26.09.2025	£93.10	Safety Boots - Park Team
Chandlers	26.09.2025	£380.23	3 x Chainsaw Trousers - Park Team PPE
CIA Fire & Security Ltd	30.09.2025	£187.20	Installation of Tennis Court Smart Access Gate
CIA Fire & Security Ltd	30.09.2025	£3,000.00	Installation of Tennis Court Entrance System (Grant Funded Credit Due)
TK Homes	01.10.2025	£100.00	EPC for Park Bungalow
Savills	10.10.2025	£390.00	Rent Northons Lane
The Crown Estate	03.09.2025	£975.64	Rent Holbeach Bank Playing Field
Crusader Traffic	05.09.2025	£108.00	Remembrance Day - Road Closure Services
Payments Total		£42,439.66	
Barclaycard Total		£3,159.04	
Total		<u>£45,598.70</u>	



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Product description

Shipping Info



Following our recent conversation, please find the skid prices below.

7072446110 - LH Skid - £173.07 plus vat

7072446124 - RH Skid - £173.07 plus vat

They are in stock with Kubota and I need to order them.

They're available for next day delivery (no discount), or I can place them on a stock/weekly and you'll get - 10% on the price.

Please let me know how you'd like to proceed.

Open spaces chairs report Oct 25

Following on from our last meeting some of the tree work has been completed by the contractor and the rest will be completed shortly. The parks team have cleared all the barrel planters from All Saints churchyard as requested by the PCC and reused any of the plants that could be salvaged. The grass cutting season will soon be slowing down so the team can then concentrate on cutting back in our areas and other general maintenance.

The repairs to the zip line will be carried out shortly and we will be looking at ideas for improvements to the play area and other facilities as part of a long term plan for the park. The new gate has been installed on the tennis courts but unfortunately we have had some difficulties with the booking system but this will be resolved soon.

Deputy Clerk

From: E-mail Notification [REDACTED]
Sent: 21 July 2025 18:04
To: Deputy Clerk
Subject: Roofing

Follow Up Flag: Follow up
Flag Status: Flagged

[REDACTED]

Quote for
Tractor shed
Holbeach Park

21/7/2025

Sent from [Outlook for Android](#)

To remove all corrugated sheets from tractor shed in holbeach park.

Replace any rotten timbers.

Replace with new corrugated galvanised sheets and ridge.

Secured by appropriate fittings.

Total cost.£12,800

As above but increasing pitch of lower roof to raise roof height inside.

Total cost. £14,300

With Thanks

[REDACTED]

[Redacted]

Holbeach Parish Council
Coubro Chambers
11 West End, Holbeach
Spalding
Lincs
PE12 7LW

Job Ref. No. 10312 - Carter's Park Tractor Shed

22 July 2025

Dear Dan,

Following your recent enquiry I am pleased to submit the following quotations for your consideration

Supply and installation of a pair of garage doors. (Priced individually for each end of the building) Framed, Ledge and brace. Supplied base stained, ready for further decoration by others. New ironmongery.

Per pair in softwood - £2656

Per pair in hardwood - £3061.55

Option of stud wall and personal door to rear of building, instead of double doors. Clad with galv sheets (supplied by the customer) £1,742.80

4no replacement gate posts for garage door to hang on £380.00

Replacement posts to shed.

Replaced at a price of **£180** per post on a day rate.

Day rate of **£450** a day.

Replacement of all posts expected to take 4 days.

All prices quoted are exclusive of vat which should be added at the current rate. This quotation is subject to our terms and conditions which are attached.

I hope this will be of interest to you and await to hear from you in due course.

Yours sincerely

[Redacted Signature]

[Redacted]

Dan
dant@holbeachpc.com

Invoice # 050825
Invoice Date 05/08/2025
Due Date 05/08/2025

Item	Description	Unit Price	Quantity	Amount
	Building Heavy duty timber framed building 14m x 7m 2.4m to the soffit 3.8 to the ridge With a set of double doors approximately 3.2mm opening (1.6m each door) One metal reinforced personnel door to the side Built from 4x2 CLS framework 20mm Scandinavian redwood cladding 18mm plywood roof with torch on felt (one layer)	22500.00	0.00	0.00
	Option 1... building plus 9mm OSB waxed board and TF200 thermal breathable home wrap, with 25mm breathable space, clad with 25x50mm batons and finished in 20mm Scandinavian redwood cladding	5300.00	0.00	0.00
	Option 2... building plus 50mm corrugated galvanised tin sheeting	6600.00	0.00	0.00
	Option 3... building plus Boarded wrapped and galvanised tin sheeting	12400.00	0.00	0.00
	To dismantle and remove old building	1850.00	0.00	0.00
	+ VAT 20%			
NOTES: All prices subject to 20% VAT added 20% deposit on ordering Remaining balance on completion				
Subtotal				0.00
Total				0.00
Amount Paid				0.00
Balance Due				£0.00

Minutes of the Extraordinary meeting of Holbeach Parish Council on Thursday 4th September 2025 at 18:00 at Methodist Church, Albert Street

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr S McKendry

Councillors : Cllr T Chinery, Cllr D Edwards, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory

* Attended remotely

Open meeting opened at:

18:00

Public Session

- 6.00pm to 6.15pm - Public session
- 6.15pm to 6.30pm - District & County Council Reports
- Report from Cllr Peter Savory - Voluntary Car Service

25/6-076 To Elect a Vice-Chair of the Council

It was proposed, seconded and

Resolved:

Nomination 1:

Cllr S Ball proposed Cllr P Howden.

No seconder received; nomination not progressed.

Nomination 2:

Cllr I Hutchinson nominated Cllr S Hutchinson.

- Vote Outcome:
- 3 votes in favour
- 5 abstentions

Nomination 3:

Cllr D Edward proposed Cllr S McKendry; seconded by Cllr T Chinery.

- Vote Outcome:
- 3 votes in favour
- 5 abstentions
- Chair exercised casting vote in favour of Cllr S McKendry.

25/6-077 Apologies

Apologies have been received from Cllr P Howden, Cllr T Wiltshire, Cllr P Foyster were received and accepted under the delegated powers of the Clerk.

25/6-078 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011.
Cllr Donna Edwards Pecuniary Interest 25/6-081 Item 5.

25/6-079 Minutes

To approve as a correct record the notes of the meetings of the Council held on 1st August 2025 and 11th August 2025.

It was proposed, seconded and

Resolved: That the official minutes of the meetings of the Full Council held on 1st August 2025 and 11th August 2025 be approved as a correct record and signed by the Chair.

25/6-080 Clerk

1. To receive a report from the Clerk - No Report.

2. To receive an update on vacancies.

Town Ward - 2 (3 after 12th September 2025 after Notice of Vacancy)

Hurn Ward - 3

Drove Ward - 1

3. It was **resolved to agree** the co-options as submitted - None received.

25/6-081 Finance & Admin Committee

1. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllr S McKendry.

2. To note the Minutes/Draft Notes of the Committee.

3. To receive the report from the Chair of the Committee - No Report.

4. To note the bank balances as at 31st August 2025.

The bank balances as at 31st August 2025 were noted:

Account ending 4844 £3,522.73

Account ending 5394 £8,828.03

Account ending 0001PC £563,493.69

5. To **resolve to agree** the payments for August 2025 and to note the income for August 2025.

It was proposed, seconded and

Resolved: That to the payments for August 2025 of £25,948.30 be authorised and the income received for August 2025 of £8,638.29 and Direct Debits for September 2025

of £2,631.96 be noted.

6. To **resolve to agree** grant application from Holbeach Hurn Village Hall.

It was proposed, seconded and

Resolved: To award £1,600.00 from the remaining grants budget. Cllr P Savory vote against to be recorded.

7. To **resolve to agree** for all access for devices and email access to install Microsoft Authenticator.

It was proposed, seconded and

Resolved: To approve installation of Microsoft Authenticator across all council devices and email accounts to enhance security and enable multi-factor authentication.

Actions:

Review existing IT policy to ensure compatibility and compliance with proposed changes.

Assess financial implications, including licensing, support, and potential training costs.

Report findings and recommendations to the Finance Committee for budget consideration.

25/6-082 Open Spaces Committee

1. To note the Committee Minutes/Draft Notes.
2. To receive a report from the Chair of the Committee.

The committee are working through several items that have been outstanding for some time notably the tree work identified in the last tree report. The quotes for these were agreed at the meeting and will now be carried out by the contractor. We have identified some issues with items of the play equipment and quotes are being sourced for repairs to be carried out after the summer holidays.

The use of Carters Park by a local bouncy castle company during the summer holidays has been well received by the public and we will be looking at building on this in the future. As part of this process we will look at the current procedure for using the park for events and activities and recommend any changes to full council.

The gates for the tennis courts supplied by LTA are due to be installed on 1st October which will mean there then be a booking system in place. Full details of how to book will be made available shortly, the courts will still be free to use.

Public consultation on the pump track project is now underway and the schools will be approached once they return.

3. To **resolve to agree** to elect members to the Committee - None received.

25/6-083 PPES Committee

1. To receive the report from the Chair of the Committee - No report.
2. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllrs S McKendry and I Hutchinson.

3. To **resolve to agree** to submit report regarding planning application H23-0313-25 - Land At Peartree Hill Road Whaplode Drove Spalding PE12 0SL - Provision of new poultry unit & associated works.

It was proposed, seconded and

Resolved: Deputy Clerk to write report and submit.

Holbeach Parish Council – Objection to Planning Application H23-0313-25

Holbeach Parish Council strongly objects to application H23-0313-25, submitted by Holbeach Poultry Ltd. for twelve poultry houses and up to 552,120 birds (with permission for 690,000) at Pear Tree Hill Road, Whaplode Drove, Spalding PE12 0SL.

Although the applicant cites a lower-intensity customer contract, the site would be permitted to house up to 4.83 million birds annually. All impacts must be assessed on a worst-case basis.

Highways and Infrastructure

- Access Road Unsuitability: Pear Tree Hill Road is narrow and visibly degraded. It cannot support the weight and frequency of HGV traffic this proposal would generate.
- Network Fragility: Surrounding roads show subsidence and cracking. These routes were not built for sustained heavy goods movement.
- Incomplete Assessment: The applicant's transport report lacks key data, including California Bearing Ratio (CBR) tests, essential for evaluating road resilience.
- Traffic Volume: Estimated 2,884 HGV movements annually—likely conservative—would accelerate road damage and impose repair costs on local authorities.

Public Health and Environmental Risks

- Air Pollution: Increased traffic and operations will release dust, ammonia, and particulates, posing respiratory risks to workers and 4,400 residents—especially children and the elderly.
- Antibiotic Resistance: Intensive poultry farming contributes to antibiotic overuse. The UK sees over 2,000 deaths annually from resistant infections; globally, over one million. This facility risks worsening the crisis.
- Avian Flu Risk: The site lies just 1.8km from another poultry farm—within the 3km biosecurity zone required during outbreaks. Lincolnshire is already a hotspot, and pandemic risks are rising.
- Dietary Impact: High poultry consumption (over 300g/week) is linked to increased risks of gastrointestinal cancers, elevated cholesterol, and pathogen exposure. This facility may contribute to long-term public health burdens.

Cumulative Impact and Fiscal Responsibility

- Existing Operations: Several intensive poultry farms already operate nearby. Cumulative impacts on air quality, biosecurity, and infrastructure must be considered.
- Public Spending: Approving a proposal likely to incur substantial highway and healthcare costs would be fiscally irresponsible.
- Precautionary Principle: Where risks to health and biosecurity are credible and potentially severe, planning authorities must act to prevent harm.

SHDC Amendment Policy

Applications must be complete upon submission. South Holland District Council does not accept unsolicited amendments post-validation unless exceptional circumstances apply and statutory deadlines are maintained. Holbeach Parish Council expects any attempt to revise or dilute the scope of this application to be handled strictly in accordance with this policy.

We respectfully request that this application be refused in its current form. Holbeach Parish Council supports sustainable development that prioritises community wellbeing, environmental stewardship, and responsible infrastructure planning.

4. To **resolve to agree** to get quotes for works required from electrical installation condition reports for Cemetery Chapels and Band Hall.

It was proposed, seconded and

Resolved: To obtain quotations for the necessary works identified in the Electrical Installation Condition Reports (EICRs) for both the Cemetery Chapels and the Band Hall.

5. To **resolve to agree** quote for professional services in regard to council lease. It was proposed, seconded and

Resolved: To move agenda item into Closed Session.

6. To **resolve to agree** to advertise empty office and agree rent for Office 3 at Coubro Chambers.

It was proposed, seconded and

Resolved: To obtain current market rent comparisons for similar office spaces.

7. To **resolve to agree** to appoint an electrician to do the remaining EICR for Football Club, 2 High Street and 4 High Street.

It was proposed, seconded and

Resolved: • To request quotes for EICR completion and Portable Appliance Testing (PAT) where applicable.

- Ensure reports are reviewed promptly and any urgent works are prioritised.

- Advertise the opportunity for quotations via the council's Facebook page.

Interested parties to contact the Deputy Clerk directly.

8. To **resolve to agree** the way forward with Park Bungalow.

It was proposed, seconded and

Resolved: To agree the need to determine a clear way forward for Park Bungalow, including consideration of its potential conversion to residential use and an EPC completed.

25/6-084 Events & PR Committee

1. To receive the report from the Chair of the Committee - No Report

2. To note the Minutes/Draft Notes of the Committee.

3. To **resolve to agree** to elect members to the Committee.

It was proposed, seconded and

Resolved: To elect Cllrs P Howden and T Chinery.

25/6-085 HR, H & S and Data Protection Committee

1. To receive a report from the Chair of the Committee - Update received from Cllr S Hutchinson.

2. To **resolve to agree** organisational structure.

It was proposed, seconded and

Resolved: To be moved to Closed Session

3. To **resolve to agree** appointment of Park Team Grounds Supervisor.

It was proposed, seconded and

Resolved: To be moved to Closed Session

4. To **resolve to agree** to extend Groundskeeper contract for a further 3 months to 14th February 2026.

It was proposed, seconded and

Resolved: To be moved to Closed Session

25/6-086 Meeting

1. To note the cancellation of the ordinary meeting of 8th September 2025.

2. The next meeting of the Council will be on Monday 13th October 2025 at Methodist Hall, Albert Walk, Holbeach at 18:30. Public Session will begin at 18:15.

Open meeting closed at:

19:33

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.

Closed meeting opened at:

19:37

25/6-087 HR, H & S and Data Protection Committee

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

2. To **resolve to agree** organisational structure.

It was proposed, seconded and

Resolved: To extend the temporary contract for the third Park Team member by a further three months, with the intention to make the role permanent thereafter, subject to performance and operational need.

3. To **resolve to agree** appointment of Park Team Grounds Supervisor.

It was proposed, seconded and

Resolved: To appoint DT as Park Team Grounds Supervisor, following a successful interview process.

4. To **resolve to agree** to extend Groundskeeper contract for a further 3 months to

14th February 2026.

It was proposed, seconded and

Resolved: To extend the current Groundskeeper contract for a further three months, with a revised end date of 14th February 2026.

25/6-088 Open Spaces Committee

1. To **resolve to agree** to allow a Council tenant installments on rent.

It was proposed, seconded and

Resolved: To approve a rent instalment arrangement for Holbeach Football Club, allowing payments of £500.00 per quarter.

5. To **resolve to agree** quote for professional services in regard to council lease.

It was proposed, seconded and

Resolved: To accept the quote for professional services in relation to the preparation of a new council lease. PLP (Top Floor tenant) to be formally notified that a new lease is being drafted by a professional advisor.

Closed meeting closed at:

20:15

Chair signature

Date

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the meeting of Holbeach Parish Council Full Council Committee to be held at Methodist Church, Albert Street on Monday 13th October 2025 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.

Yours sincerely,



Becky Brothwell - Deputy Clerk

1 Public Session

- 6.00pm to 6.15pm - Public session
- 6.15pm to 6.30pm - District & County Council Reports

25/6-089 Apologies

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

25/6-090 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011.

25/6-091 Minutes

To approve as a correct record the notes of the meetings of the Council held on 4th September 2025.

25/6-092 Clerk

1. To receive a report from the Clerk.
2. To receive an update on vacancies.
3. To **resolve to agree** the co-options as submitted.

25/6-093 Finance & Admin Committee

1. To receive the report from the Chair of the Committee.
2. To note the Minutes/Draft Notes of the Committee.
3. To note the bank balances as at 30th September 2025.
4. To **resolve to agree** the payments for September 2025 and to note the income

for September 2025.

5. To **resolve to agree** to elect members to the Committee.
6. To **resolve to agree** to put Cllrs T Chinery, D Edwards, S McKendry and J Bennett-Collins on the bank mandate.
7. To **resolve to agree** the way forward with Council Device Policy.
8. To **resolve to agree** an increase in Barclaycard credit limit for Park Team Supervisor.
9. To receive an update on the way forward with 2025/26 Projects and 3 year forecast.

25/6-094 Open Spaces Committee

1. To receive the report from the Chair of the Committee.
2. To note the Committee Minutes/Draft Notes.
3. To **resolve to agree** Carter's Park Charity Management Agreement.
4. To **resolve to agree** to allow Bounce House Party & Caterers to use Carter's Park in school holidays upon request for 2026.
5. To **resolve to agree** the way forward with the Telecommunications Mast at Football Club.
6. To **resolve to agree** the way forward with the Tractor Shed.
7. To **resolve to agree** to purchase 4 x 25 litre drums of Algiclear to treat the fences around Park Road Cemetery, Tennis Courts and Carter's Park.
8. To **resolve to agree** a drone flying policy.
9. To **resolve to agree** to purchase replacement skids for Kubota.

25/6-095 PPES Committee

1. To receive the report from the Chair of the Committee.
2. To note the Committee Minutes/Draft Notes.
3. To **resolve to agree** the location of the post for the solar Speed Indicator Device outside Holbeach Academy Primary School.
4. To **resolve to agree** the way forward with Park Bungalow.
5. To **resolve to agree** heating repair for 4a High Street.
6. To **resolve to agree** the way forward with car parking for Band Hall.

25/6-096 Events & PR Committee

1. To receive the report from the Chair of the Committee.
2. To note the Minutes/Draft Notes of the Committee.
3. To request volunteers assistance for Remembrance Day road closures.
4. To **resolve to agree** action plan and paperwork for Halloween Spooky Trail, Remembrance Parade and Holbeach Winter Wonderland.
5. To **resolve to agree** to allow the Park Team to come in on Saturday 1st November to remove the Halloween Spooky Trail.

25/6-097 HR, H & S and Data Protection Committee

1. To receive a report from the Chair of the Committee.
2. To **resolve to agree** approval of the training course for the Parks Team, as suggested by the Parks Supervisor.
3. To **resolve to agree** consideration of a revised committee meeting schedule.
4. To **resolve to agree** Park Team member's revised contract.
5. To **resolve to agree** the way forward with the Deputy's Clerk additional hours, (including any necessary budget movement, TOIL arrangements, and clarity on how long extra hours are approved for).
6. To **resolve to agree** agreement on an updated Freedom of Information policy.

25/6-098 Meeting

1. The next meeting of the Council will be on Monday 10th November 2025 at

Methodist Hall, Albert Walk, Holbeach at 18:30. Public Session will begin at 18:00.

12 Closed Session

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.

25/6-099 HR, H & S and Data Protection Committee

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

DATED

2024

MANAGEMENT AGREEMENT

Between

HOLBEACH PARISH COUNCIL

and

THE TRUSTEES OF THE CARTERS PARK CHARITY

AGREEMENT dated

PARTIES

(1) **HOLBEACH PARISH COUNCIL (the Council)**

(2) **TRUSTEES OF CARTERS PARK CHARITY** (Charity Number 43346) **the Charity)**

A. The Charity is the owner of the freehold interest in the property known as Carters Park (the Park) by virtue of Conveyances dated the 25th October 1928 and the 1st November 1928

B. The Charity has requested that the Council undertake the management of the Park on its behalf

C. The Council has agreed to manage the Park on the terms of this Agreement

OPERATIVE PROVISIONS

1. Definitions and interpretation

In this Agreement the following terms shall, except so far as the context otherwise requires, have the following meanings:

“the Property” The Park together with all fixtures and fittings and contents and buildings thereon and boundaries

“the Period” means from the date of this Agreement for a period of one year and thereafter until determined in accordance with clause 3

2. Agreement.

2.1 The Council will manage the Park as a facility for the benefit of the inhabitants of the civil parish of Holbeach and the neighbourhood without distinction of sex or of political religious or other opinions on the terms of this Agreement for the Period.

2.2 The Council will: -

2.2.1 pay and discharge all existing and future rates taxes and other outgoings now or hereafter imposed or charged upon the Park and to pay for all electricity and other services provided to or for the benefit of the Park or the users of the same

2.2.2 maintain the exterior including associated equipment and interior of the buildings in a good and substantial state of repair and condition and in good decorative state and condition replacing any fixtures fittings or contents which are or become beyond economic repair

2.2.3 not to make any internal or external alteration to the Park nor erect or permit to be erected any new structure on the Park without the previous written consent of the Charity such consent not to be unreasonably withheld.

2.2.4 take all reasonable steps to prevent any nuisance and disorder within the Park and in particular to prevent any use which may be or become a nuisance or annoyance to visitors to the Park or to any neighbouring premises

2.2.5 comply with all law rules and regulations relating to the Park, the occupation and use of the Park and the use and operation of all media for the supply or removal of electricity

water sewerage heating and all other services and utilities and any other machinery and equipment at or serving the Park whether or not used or operated

2.2.6 provide reasonable evidence of compliance with clause 2.2.5 (including but not limited to health and safety certificates and electrical test certificates) within 10 working days of a written request from the Charity

2.2.7 permit the use of the Park by third parties only by the completion of a hire agreement the terms of which shall be agreed between the parties from time to time and not to agree to the renewal of any lease or tenancy relating to the Park or any part of the same without the previous consent of the Charity

2.2.8 will affect such public liability insurance in such amount as the Council shall deem appropriate and carry out risk assessments in accordance with the requirements of their insurers and comply with the requirements and recommendations of such insurers from time to time and will provide a copy of such insurance and payment of the requisite premium on request from the Charity

2.2.9 will indemnify the Charity against any expense liability loss claim or proceedings arising under any statute or at common law in respect of any injury or damage to any person or park arising out of the use and enjoyment of the Park.

2.2.10 deliver the Park to the Charity at the end of the Period with vacant possession and in the state of repair and condition required by this Agreement

2.2.11 All income derived from the park shall be exclusively allocated to capital improvements relating to its facilities. The charity shall be provided with relevant income and expenditure information upon reasonable request.

3. Charity's obligations

3.1 Subject to the Charity complying with their obligations contained in this Agreement the Council will:-

4. Termination

4.1 The Charity may determine this Agreement:-

4.1.1 if there is a breach of the terms of this Agreement by the Council and the same has not been remedied to the reasonable satisfaction of the Charity within 28 days of notice of breach having been given.

4.1.2 if the Council fails to provide a service to the reasonable satisfaction of the Charity.

4.1.3 by giving not less than 6 months written notice to the Council

5. General

5.1 Nothing in this Agreement shall prevent the Charity having access to the Park at all times and for all purposes with or without prior notice

5.2 This Agreement is personal to the parties and may not be assigned or transferred to a third party

IN WITNESS this Agreement has been executed as a Deed

By Holbeach Parish Council

acting by two Councillors in the presence of the

Clerk:

Councillor:

Councillor:

By Carters Park Charity

acting by two Trustees

Trustee

Trustee

[REDACTED]

Monday, 22 September 2025

Carters Park Quotation.
FAO: Dan Taylor

Replacement tractor building.
Approx. 6.9m x 13.2m
Corrugated steel roof on trusses
Black Suffolk cladding exterior boarding.
Internal insulated office area of approx. 3.6 x 3.2m with metal external personnel door.
Clear corrugated roof light above office
Double entrance doors off approx. 3.2m wide
Assembly to existing base.

Takedown and removal of the old building.

Total cost: £24583.33 (29500 including)

Quotation valid for 30 days.

Kind regards,

[REDACTED]

[REDACTED]

All quotations and orders are subject to our standard terms and conditions available upon request.
Please note: Building regulations and planning are the responsibility of the client.



Boston Road South, outside Holbeach Primary Academy.

Borough of Boston and District of South Holland

Safety Advisory Group

What is a Safety Advisory Group (SAG)?

A Safety Advisory Group is a group of professionals from the statutory agencies whose role is to provide competent and consistent advice on event safety to event organisers and venues. Additionally, a SAG will liaise with event organisers and ensure that any contingency plans made by the organiser work in conjunction with emergency plans for major incidents prepared by the statutory agencies.

The Safety Advisory Group does not have legal powers and does not approve or ban events, however, many of the agencies who sit on SAGs may have the legal power to prevent unsafe practices.

The Group will consider events which are either: -

Events of an unusual nature	Events with significant numbers of attendees
Events with a significant or unusual level of risk	New venues or Organisers
Events or venues where there have been previous issues or incidents	A Member or Organiser requests SAG support/advice

To access the Group please complete the following form. The Group recognises that Event Planning is a fluid process, but please provide as much information as possible. If a section is not applicable to your event mark N/A.

Event Notification Form

A) Event Organiser Details:

Name: Becky Brothwell – Holbeach Parish Council

Email: deputyclerk@holbeachpc.com

Contact No: 01406 426739 / 07955 275188

Are you organising as part of a Committee/Charity/Company

YES/~~NO~~

Please provide details: Holbeach Parish Council

Landowner Details:

Landowner Name: Holbeach Parish Council

Contact No: 01406 426739

Email: deputyclerk@holbeachpc.com

Address: Coubro Chambers, 11 West End, Holbeach, PE12 7LW

Borough of Boston and District of South Holland

Safety Advisory Group

B) Event Details:

Event Name: Halloween Spooky Trail

Type of Event: Spooky Trail around Bowls Club Perimeter Fence

Event Date: 31st October 2025

Event Location: Carter's Park

'What3Words' Location: fade.sunflower.hiking

Start Time: 5pm

Finish Time: 7pm

Setting up time & take down time: 2pm to 8pm

Anticipated Attendance Number: 250

Anticipated Attendance at any one time during the event: 50

Anticipated audience type (i.e. family, adult etc): Family and adults

Description of the event and related activities, including a site plan and whether the event is either indoor/outdoor (please use a separate sheet of paper if necessary):

A Halloween-themed outdoor trail featuring spooky decorations and a fun, scary walk-through experience around the Carter's Park Bowls Club. The event includes inflatable attractions, food stalls, and refreshments. Costumes are encouraged. The trail is designed to be accessible and suitable for all age groups.

Do you have an Event Safety Officer (if yes, please provide details):

YES/NO

Becky Brothwell – Deputy Clerk at Holbeach Parish Council

Have you completed risk assessments for the event (if yes, please attach)

YES/NO

Borough of Boston and District of South Holland

Safety Advisory Group

Fire Fighting Measures

Do you have a Fire Risk Assessment? (if yes, please attach): YES/~~NO~~

Do you have an Emergency Evacuation Plan (if yes, please attach): YES/~~NO~~

Will Fire Fighting Equipment be provided on site (if yes, please provide details) YES/~~NO~~

Fire Extinguishers

Please identify who is trained and expected to use the provided equipment:

Becky Brothwell – Deputy Clerk

Dan Taylor – Park Team

Aaron May – Park Team

Medical Provision (First Aid)

Will Medical Provision be available? (Please provide the following information) YES/~~NO~~

Name of organisation(s) providing the medical cover: Holbeach Parish Council

Name of Lead provider: Becky Brothwell

Contact No: 07955 275188

Is the organisation registered with the Care Quality Commission? ~~YES~~/NO

What level of cover is being provided (please state numbers/provide an outline etc.)

First Aid Trained employees:

Becky Brothwell

Dan Taylor

Aaron May

Borough of Boston and District of South Holland

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Defibrillator – please state nearest location to event if not provided by medical provider: Red telephone box – Holbeach High Street.

Medical Facilities: Pilgrim Hospital, Boston

First Aiders: Becky Brothwell, Dan Taylor, Aaron May

Ambulances: N/A

First Responders in Emergency Care: Level 3 Level 4

Paramedics: N/A

Emergency Care Practitioners: N/A

Nurses: N/A

Doctors: N/A

Security Measures / Volunteers / Stewards

Do you intend to use:

Professional/Paid Event Stewards/Security YES/NO

(if yes please provide details, including no's, contact name, contact number, training, and qualifications etc.)

Volunteer Stewards/Marshals YES/NO

(if yes please provide details, including numbers, lead contact name, contact number, training and qualifications etc)

Becky Brothwell – Lead – 07955 275188

Dan Taylor & Aaron May – Park Team employees

Councillors – Sandra Ball, Tim Wiltshire, Trevor Chinery, Donna Edwards

Borough of Boston and District of South Holland

Safety Advisory Group

Highways

Will road closures or parking restrictions be required, have you discussed with Highways? YES/NO

(NB Highways require a minimum notice period of 3 months to implement)

How will Traffic Management be implemented?

N/A

(NB: The Police DO NOT provide this service)

LCC Highways require Event Organisers to register all public and private events which may impact upon the use of the highway. The link below takes you to the relevant web page.

<https://www.lincolnshire.gov.uk/transport-and-roads/traffic-management/events-affecting-the-highway/36947.article>

C) Licensable Activity:

Please mark if activity is taking place:

Activity	Indoor (please state times taking place)	Outdoor (please state times taking place)
Live music	N/A	N/A
Recorded music	N/A	5pm to 7pm
Dancing	N/A	N/A
Performance of plays	N/A	N/A
Films (Type)	N/A	N/A
Bar/ Alcohol	N/A	N/A
Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am)	N/A	N/A
Boxing or wrestling – medical provision present	N/A	N/A

Borough of Boston and District of South Holland

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If you plan on organising an event with a licensable activity on either Boston Borough Council or South Holland District Council Land, do you intend to apply to use their Premise Licence? ~~YES~~/NO

If not, do you intend to apply for a Premise Licence (please allow a minimum 3-month period to complete the application process) ~~YES~~/NO

If not, do you intend to apply for a Temporary Event Notice (please allow 10 clear working days' notice for a Standard TEN) ~~YES~~/NO

Please refer to the below websites for further information on Licensing and to obtain the relevant application forms:

<https://www.boston.gov.uk/licensing>

<http://www.sholland.gov.uk/article/3528/Alcohol-and-Entertainment>

PLEASE NOTE: ORGANISERS OF LARGE-SCALE EVENTS WILL NEED TO COMPLY WITH BOSTON BOROUGH COUNCIL/SOUTH HOLLAND DISTRICT COUNCIL'S LICENCING POLICY

Large Scale Events

Organisers of major festivals and carnivals should approach the Licensing Authority and Responsible Authorities at the earliest opportunity to discuss arrangements for the licensing of those activities falling within the provisions of the Licensing Act 2003.

In respect of some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises.

Anyone wishing to hold such an event should notify the Licensing Authority no less than 6 months before the event is due to happen. This will allow time for the preparation of a substantial operating schedule, by the applicant, which may be required to ensure promotion of the licensing objectives.

D) Street Trading

If an event is free for members of the public to attend and there are people selling goods for profit and not for charity you may require a Street Trading Event Consent depending on Council area.

Is the event free for attendees? ~~YES~~/NO

Will there be stalls/caterers selling goods for profit? ~~YES~~/NO

Have you applied for a Street Trading Event Consent? ~~YES~~/NO

E) Possible Hazards at Event:

Please review the following list and indicate (v) the hazards that apply to the event. Provide details of the hazard and list the controls that are in place to minimise the related risk.

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Section 1 -Event Hazard	✓	Details of Hazard and Controls
Marquee/Tent/Gazebo	✓	See attached Risk Assessment
Stage (what type?)		
Stalls (approx how many)		
Catering Facilities (provided by organiser or external caterer, are they Food Registered, food vehicles)	✓	See attached Risk Assessment
Propane Gas/Compressed Air/Chemicals		
Decorations (Flowers, banners etc)	✓	See attached Risk Assessment
Performers/Acts		
Caravans/Camping		
Car Parking – onsite/off site?		
Traffic movements during the event		
Strobe/Flashing/Infrared or ultraviolet lights		
Fireworks		
Fairground Rides (please state type and numbers)		
Inflatables (bouncy castle)		
Animals		
Procession/parade		
Other hazards not listed above (please state nature):		

Borough of Boston and District of South Holland

Safety Advisory Group

F) Attendees

	✓	Number and Details	Supervision/Assistance
Children (under16) and/or Senior Citizens (65+)	✓	200	Parent/Guardian
Disabled persons or persons requiring assistance	✓	25	Carer
Vulnerable Persons/Groups	✓	25	Carer

G) Insurance

Public Liability Insurance:

Provider: Hiscox Insurance Company

Expiry Date: 24th January 2026

Employers Liability Insurance (applicable if your Event has volunteers or stewards and not covered in the Public Liability Insurance):

Provider: Hiscox Insurance Company

Expiry Date: 24th January 2026

Copies included with application:

YES/~~NO~~

H) Details for the person completing the form on behalf of the event (please print):

Name: Becky Brothwell

Full Address: Coubro Chambers, 11 West End, Holbeach, Lincolnshire, PE12 7LW

Telephone No: 01406 426739 or 07955 275188

Email: deputyclerk@holbeachpc.com

Name of Organisation representing: Holbeach Parish Council

Position within Organisation: Deputy Clerk

Signed:



Date: 23rd September 2025

PLEASE NOTE

March 2025

Borough of Boston and District of South Holland

Safety Advisory Group

This form is designed to give Boston Borough and South Holland District's Safety Advisory Group an overview of your event.

Guidance and Template Forms for event plans and risk assessments can be found on the Lincolnshire Event Safety Partnership (LESP) website: <https://www.lincolnshireresilienceforum.org/events/>

SAG details can be found on the following webpages:

<https://www.boston.gov.uk/SAG> / <https://www.sholland.gov.uk/SAG>

Data Protection Statement

The information you provide on this form will be used only for the purposes outlined below and will not be used for additional purposes without your consent.

By submitting this form, you are agreeing to the details of your event and personal data provided to be shared with the statutory agencies for the purposes of their giving advice on safety at/around the event and to allow them to understand any impact on their core roles.

The information will be used by the Authority to provide contact details should issues arise and form a register of businesses that attend.

In the case of where an accident or incident has happened it may be necessary for your information to be passed on to affected persons.

For further information please see the privacy notice outlined on the Authority's website.

Personal Liability

As the named Event Organiser, you are responsible for the Health and Safety of all volunteers/stewards/members of the public etc that attend the Event. The paperwork required is to help protect you in case an accident/incident occurs as ultimately you are liable.

What Happens Next?

Once the notification has been submitted, you will receive an acknowledgement of receipt. SAG members have two weeks to provide initial responses and ask questions, if you do not hear anything there is no further information required at this stage. You may be asked to attend a Safety Advisory Group meeting or submit your Event Management Plan and Risk Assessment 12 weeks before your event. You will also be asked to submit a final plan one week before for the Emergency Services to hold within their Control Room, should an emergency response be required during the event.

Please complete and return this form to:

Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road,
Spalding, Lincs. PE11 2XE or email to: shdcsag@sholland.gov.uk

Emergency Evacuation Plan – Halloween Spooky Trail, Carter’s Park

Event Details

- Event Name: Halloween Spooky Trail
- Date & Time: Friday 31st October 2025, 5:00 PM – 7:00 PM
- Location: Carter’s Park, Holbeach (trail built around Bowls Club)
- Expected Attendance: Families and individuals of all ages

Evacuation Triggers

Evacuation may be initiated in response to:

- Fire or smoke detection
- Severe weather (e.g. high winds, lightning)
- Structural failure (e.g. inflatables, gazebos, trail props)
- Medical emergency requiring site clearance
- Security threat or anti-social behaviour
- Overcrowding or loss of safe access routes

Evacuation Roles & Responsibilities

- Event Coordinator:
- Initiates evacuation protocol
- Communicates with emergency services
- Oversees site clearance and staff coordination

Stewards & Volunteers:

- Guide attendees to designated exits
- Assist vulnerable individuals and families
- Monitor crowd movement and report issues

First Aid Team:

- Provide immediate medical support
- Manage perimeter and prevent re-entry
- Support safe crowd control

Evacuation Routes & Assembly Points

- **Primary Exits:**
- Main entrance to Carter’s Park
- Side gate near Bowls Club
- Emergency access route via adjacent footpath
- **Assembly Points:**
- Public car park adjacent to Carter’s Park
- Open green space near the children’s play area

Communication Protocol

Public Announcement:

- Use loudhailers or PA system to calmly instruct attendees
- Repeat key messages: "Please walk calmly to the nearest exit. Stewards are here to help."

Internal Coordination:

- Use radios or mobile phones for staff communication
- Confirm when each zone is cleared
- Emergency Services:
- Contact 999 immediately if required
- Provide clear access and site map

Special Considerations

- Children must remain with guardians
- Vulnerable persons to be assisted by stewards
- Lost persons to be directed to First Aid Point
- All staff to wear high-visibility clothing

Post-Evacuation Actions

- Account for all staff and volunteers
- Log incident details and response timeline
- Debrief with emergency services
- Notify council and complete incident report

Event Risk Assessment

Event Name:	Halloween Spooky Trail	Date:	31 st October 2025	Venue:	Carter's Park, Holbeach, PE12 7EE
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(1) Activity / Area of Concern	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low)
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Public open space so easy access for disabled people. Area supervised by identifiable marshals carrying mobile phones and walkie talkies to summon assistance from Catering outlets must be located away from entry or exit points Number of marshals for the event = 7	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; P.A. system (essential for large events); the emergency services are contacted by telephone by the event organisers in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, cold, general accidents	Members of the public	Medium	Holbeach Parish Council Employees First Aid trained	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified “lost children” point. Identifiable safeguarding trained marshals. PA system in place (essential for large events).	Medium

Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children /staff /event participants/ contractors	Medium	Ensure emergency exits are kept clear at all times PA system available to broadcast any evacuation instructions.. Fire from electrical outlets, all equipment is PAT tested Fire evacuation plan	Low
Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	Event organisers to monitor weather forecast and cancel the event if it is deemed to be too wet. Announcement will be made on social media and via signage	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled by the event organiser due the risks involved. When planning the event, endeavour will be made to situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Remove bags of collected litter from site	Low
Use of companies/ operators to provide any service as part of the event	Various	Various	Medium	All operator's provide risk assessments and insurance, and are checked through to ensure they are adequate.	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with mobile system and walkie talkies. Marshals to be fully briefed prior to event.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Battery operated. All electrics checked by qualified electrician.	Low

Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc Fire extinguishers mandatory in all catering units. Risk assessments and insurance provided	Low
	Allergic reaction	Members of the public – especially children	Medium		Low
	Fire	Staff / members of the public	Medium		Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Any noise complaints to be forwarded to the Clerk	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed)Becky Brothwell.....

Organisation:Holbeach Parish Council..... Position:Deputy Clerk.....

Signature:



.....

Date: ...23-09-2025.....

Fire Management Plan for Halloween Spooky Trail – Carter’s Park

Event Details:

- Event Name: Halloween Spooky Trail
- Date & Time: Friday 31st October 2025
- Location: Carter’s Park, Holbeach, PE12 7EE
- Organiser: Holbeach Parish Council – Becky Brothwell
- Expected Attendance: 200 to 250

1. Risk Assessment

****Potential Fire Hazards:****

- Temporary structures – 3 Gazebos (Cake Stall, Information Centre/Fire Point & ATC Cadets).
- Cooking equipment or food stalls - 2 Caterers
- Generators and electrical installations - Generator for Inflatables
- Smoking areas – No Smoking notices will be placed near caterers and spooky trail
- Dry vegetation or flammable decorations – N/A

****Risk Rating:****

| Hazard

| Caterers | **Medium** | High | Fire blankets, extinguishers, trained staff |

| Electrical Equipment | **Low** | High | PAT testing, secure cabling, no overloading |

| Smoking | High | **Low** | Designated areas, bins with sand, signage |

2. Fire Safety Equipment

- Fire extinguishers (water, foam, CO₂) at key location (Gazebo Information Centre)
- Fire blankets at cooking stations – Caterers have fire blankets and extinguishers.
- Clearly marked fire points
- First aid kits and trained personnel – St Johns Ambulance in attendance

3. Roles & Responsibilities

| Role | Name/Team | Responsibility |

| Event Fire Officer | Becky Brothwell | Oversee fire safety, liaise with fire services |

| Marshals | Cllr Tim Wiltshire, Cllr Sandra Ball, Cllr Donna Edwards, Cllr Trevor Chinery | Monitor zones, assist evacuation |

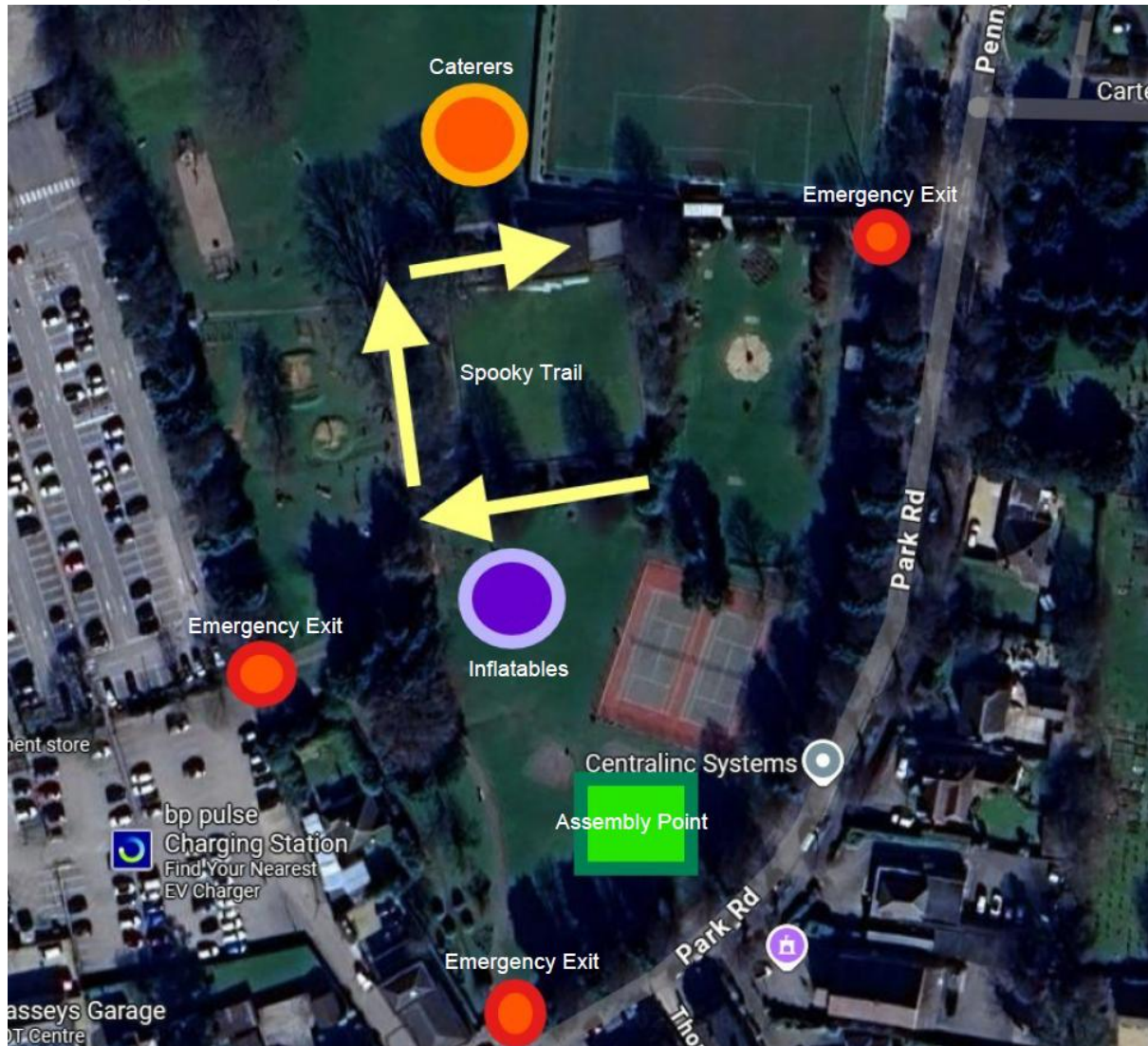
| Stallholders | 2 Caterers – ATC Cadets, Rhodes Bakery | Maintain fire safety at their stations |

| Security | Becky Brothwell, Cllr Tim Wiltshire, Cllr Donna Edwards, Cllr Sandra Ball, Cllr Trevor Chinery | Crowd control, emergency response |

4. 📄 Evacuation Plan

****Evacuation Routes:****

- Clearly marked exits (three exits as marked Emergency Exit on below map)
- Accessible paths for all attendees
- Assembly points away from hazards



****Communication:****

- PA system announcements – PA Announcement
- Marshals with radios - Communication on radio will be FIRE FIRE FIRE
- Printed maps at entry points

5. 📄 Training & Briefing

- Pre-event fire safety briefing for all staff and volunteers
- Fire extinguisher use demonstration
- Emergency contact list distributed
- Roles rehearsed during setup

6. 📞 Emergency Contacts

| Fire & Rescue | 999 |
| Event Control | Becky Brothwell (Mobile 07495 263895 & Radio)
| First Aid Lead | Becky Brothwell 07495 263895 & Radio|

7. ✅ Pre-Event Checklist

- [] Fire points installed and marked
- [] Equipment tested and certified
- [] Staff briefed and trained
- [] Evacuation routes clear and signed
- [] Emergency contacts confirmed
- [] Risk assessment reviewed and signed off