



## Minutes of the meeting of Holbeach Parish Council on Monday 13th October 2025 at 18:00 at Methodist Church, Albert Street.

### Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr S McKendry

Councillors : Cllr J Bennett-Collins, Cllr T Chinery, Cllr D Edwards, Cllr P Foyster, Cllr A Haslett, Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory

Officers : Mrs B Brothwell - Deputy Clerk

### \* Attended remotely

#### Public Session

- 6.00pm to 6.15pm - Public session

Winter Wonderland Relocation:

Public member raised concerns about the Christmas Fayre moving from the High Street to Carter's Park, citing lack of support for local shops. The Council acknowledged the issue and will respond formally, reaffirming its commitment to High Street engagement.

- 6.15pm to 6.30pm - District & County Council Reports

Update received from County Councillor Thomas Sneath

District Council Update:

Government reorganisation discussions are ongoing.

No forced asset transfers to Parish Councils; requests can be made voluntarily.

Draft business plan expected end of November.

Several planning applications have been objected to.

Parish Council encouraged to request S106 funds for housing developments.

#### Open meeting opened at:

18:30

#### 25/6-089 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. None received, Cllr Tim Wiltshire requested to leave the meeting and left at 17:55.

#### 25/6-090 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011. Cllr D Edwards on agenda item 25/6-093 item 4.

#### 25/6-091 Minutes

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

It was proposed, seconded and

**Resolved:** That the official minutes of the meetings of the Full Council held on 4th September 2025 be approved as a correct record and signed by the Chair.

**25/6-092 Clerk**

1. To receive a report from the Clerk - No report.
2. To receive an update on vacancies.  
Town Ward - 3  
Hurn Ward - 3  
Drove Ward 2
3. To **resolve to agree** the co-options as submitted.  
One co-option received.  
It was proposed, seconded and  
**Resolved:** To elect Adrian Haslett onto Hurn Ward.

**25/6-093 Finance & Admin Committee**

1. To receive the report from the Chair of the Committee.  
We discussed transactions for payment but felt it unnecessary to pick out 10 as we now had better site of what was being spent and were signing off on transactions. There is now a clearer openness with the budgets and money spent so we felt there was no need to pick out 10. We have payments per month to peruse and can query should we need to at the time. We also have debtors list and can see everything in and out.  
Allotment invoices for Battlefields will be going out.  
We looked at projects and agreed the way forward with the tractor shed / bungalow and will recommend to Full Council the way forward with these projects. We agreed against the modular of the pump track and will recommend that we move forward with this as budgets and grants will allow.  
The path will need to be done and hopefully can be sorted in the next Financial year as a priority.  
CCTV was discussed in Carter's Park and we are awaiting a response from SHDC with a quote on what needs to be done. Becky remarked that there was very clear evidence where the cables / wires had been chewed through. Again with more people using the park for events we need to have good CCTV coverage.  
The cemetery chapel is awaiting its 5 year plan and hopefully with electrics sorted we can get one chapel relatively fit for use. Sophie commented that a specialist in these sorts of projects had moved back into the area and she will make contact.  
We agreed the purchase of a laptop for the Park Team Supervisor at £229.00 and a 2nd monitor screen for the archivist at £106.29.  
We agreed the retention policy and to add Park Team member onto the truck insurance.  
We agreed the increase to the Park Team Supervisor credit card limit to £1000.00 after looking at the expenditures on the cards and diesel being a pretty big chunk of monthly spend.  
We agreed that we now needed discussion around the new financial year budget / precept and sub committees are in the process of drawing up "wish lists". We need to be aware of staff salaries increases which will need to be factored in for the new budget.
2. To note the Minutes/Draft Notes of the Committee.
3. To note the bank balances as at 30th September 2025.  
Account ending 4844 £3,195.00  
Account ending 5394 £12,259.00  
Account ending 0001PC £540,477.60
4. To **resolve to agree** the payments for September 2025 and to note the income for September 2025.  
It was proposed, seconded and

**Resolved:** That to the payments for September 2025 of £45,598.70 be authorised and the income received for September 2025 of £5,062.50.

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

It was proposed, seconded and

**Resolved:** To elect Cllr T Chinery

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

It was proposed, seconded and

**Resolved:** That Cllrs T Chinery, S McKendry and J Bennett-Collins be added to the council's bank mandate. Cllr D Edwards is to be removed from the list of councillors to be added.

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

It was proposed, seconded and

**Resolved:** That the Council agrees to progress the revision of the Council Device Policy, with the following actions and considerations:

Finance committee to consolidate the existing three IT policies into a single updated policy focused on the exclusive use of council-issued devices and bring back to Full Council. The revised policy will incorporate two-factor authentication. A proposal to provide tablets for Councillors is to be considered and added to next year's budget planning.

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

It was proposed, seconded and

**Resolved:** Agreed to increase limit to £1000.00.

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

The Chair provided an update on the way forward with planning for the 2025/26 projects and the three-year financial forecast. Members were advised to begin compiling their project wish lists and to start reviewing budget requirements for the upcoming financial year.

The Chair emphasised the importance of identifying larger expenditure items, including the rationale, intended outcomes, and justification for each proposal. This preparatory work will inform future budget discussions and strategic planning.

## **25/6-094 Open Spaces Committee**

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

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.

2. To note the Committee Minutes/Draft Notes.

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

It was proposed, seconded and

**Resolved:** That the Council agrees the Carter's Park Charity Management Agreement, with the aim of clarifying the relationship and responsibilities between Holbeach Parish Council (HPC) and the Carter's Park Charity to be signed by Chair & Vice-Chair.

4. To **resolve to agree** to allow Bounce House Party & Caterers to use Carter's

Park in school holidays upon request for 2026.

It was proposed, seconded and

**Resolved:** The Council agrees to allow Bounce House Party & Caterers to use Carter's Park during school holidays in 2026, subject to prior approval of proposed dates by the Charity and compliance with all relevant regulations.

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

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward regarding the Telecommunications Mast at the Football Club. The matter will be referred to the Charity as landowner, with the Parish expressing interest in a share. The Clerk's email, used for HMRC registration, will be provided to the Mast company, who will be instructed to contact the Charity for permission and liaise with the Chair of the Trustees.

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

It was proposed, seconded and

**Resolved:** The Council resolves to proceed with the Tractor Shed project by going out to tender due to cost considerations and a suitable merchant will be sought to assist with planning and specifications.

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.

It was proposed, seconded and

**Resolved:** Agreed at a cost of £140.00.

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

It was proposed, seconded and

**Resolved:** The Council resolves to develop a drone flying policy. Cllr Adrian Haslett will review current UK drone legislation—including upcoming changes to weight thresholds—and draft a suitable policy and bring back to Full Council to agree.

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

It was proposed, seconded and

**Resolved:** The Council resolves to purchase replacement skids from Irelands Machinery for the Kubota at a cost of £311.52 plus VAT £62.30 equals £373.82.

## **25/6-095 PPES Committee**

1. To receive the report from the Chair of the Committee - Report read by Cllr John Bennett-Collins.

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.

It was proposed, seconded and

**Resolved:** The Council does not agree with the proposed location for the post supporting the solar Speed Indicator Device outside Holbeach Academy Primary School. The Deputy Clerk will contact Lincolnshire County Council (LCC) to request an alternative position. Delegated authority is granted to the PPES Committee to determine the final location.

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

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward with Park Bungalow. The EPC assessment returned a borderline E rating, and the flooring is rotting from the bottom up. The PPES Committee discussed options to repair or demolish, and a quote is pending. A proposal was made to demolish the bungalow and repurpose the space for the Tractor Shed.

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

It was proposed, seconded and

**Resolved:** The Council resolves to approve the heating repair for 4a High Street, accepting the quote of £1,531.99 from Harry Stone Plumbing & Heating.

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

It was proposed, seconded and

**Resolved:** The Council resolves to allow Band Hall to use the car park for their own use. They must be made aware of any scheduled Council meetings, during which the car park will be unavailable for their use.

## **25/6-096 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 request volunteers assistance for Remembrance Day road closures.

4. The Council requests volunteer assistance for Remembrance Day road closures. Approximately 10 volunteers are needed for road closures and 3–4 for parade support. Anyone able to help should notify the Deputy Clerk.

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

It was proposed, seconded and

**Resolved:** The Council resolves to agree the action plan and paperwork for the Halloween Spooky Trail, Remembrance Parade. Concerns were raised about volunteers and communication. A report will be prepared and shared with the Full Council to clarify arrangements. Paperwork for Halloween and Remembrance events is complete and approved. Winter Wonderland Paperwork will be submitted at next meeting.

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

It was proposed, seconded and

**Resolved:** The Council resolves to allow the Park Team to access the site on Saturday 1st November to remove the Halloween Spooky Trail. Two team members will carry out the removal, which is expected to take approximately 1 to 1.5 hours.

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

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

A report was received from the Chair of the Committee confirming that all contracts have been updated and the job description has been reviewed and revised accordingly.

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

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

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

It was proposed, seconded and

**Resolved:** The Council resolves to consider a revised committee meeting schedule for the interim period. Open Spaces and PPES Committees will move to a bi-monthly schedule, meeting in alternate months to allow sufficient time for obtaining quotes and preparing proposals.

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

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

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).

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

6. To **resolve to agree** agreement on an updated Freedom of Information policy. It was proposed, seconded and  
**Resolved:** The Council resolves to adopt an updated approach to Freedom of Information (FOI) requests, based on guidance from the Breakthrough Communication training session. It was noted that the Council does not need to produce a formal FOI policy or introduce charging. The Council will remain compliant with the statutory 20 working day response timeframe. The current Freedom of Information policy will be removed.

## **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.

**Open meeting closed at:**

20:49

**Closed meeting opened at:**

20:55

### **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.**

## **25/6-099 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.

It was proposed, seconded and

**Resolved:** The Council resolves to approve the training courses for the Parks Team, as recommended by the Parks Supervisor. The Open Spaces Committee agreed the following:

- COSH and Manual Handling courses to be completed.
- Emergency First Aid at Work course at £350 per person for three park team members.
- Wood Chipper course at £490 plus VAT for two team members.
- Chainsaw course at £425 plus VAT, subject to remaining budget after the above courses.

The matter was moved to closed session for final agreement

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

It was proposed, seconded and

**Resolved:** The Council resolves to approve the revised contract for a Park Team member. The matter was moved to closed session. The team member will be placed on pay scale 7, backdated to 1st October 2025, with back pay to be included in the November payroll.

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).

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward regarding the Deputy Clerk's additional hours to be paid in the October salaries, including any necessary budget adjustments, TOIL arrangements, and clarification of the approved duration for extra hours. The matter was moved to closed session for discussion and agreement.

**Closed meeting closed at:**

21:22

**Chair signature**

**Date**

Council 13/10/25 Chair's initials.....