

## Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Thursday 2nd October 2025 at 15:30 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr I Hutchinson

Councillors : Cllr S Ball, Cllr T Chinery, Cllr P Foyster

\* Attended remotely

### Open Meeting opened at:

15:30

#### OS25/6-065 Apologies

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

#### OS25/6-066 Declarations of Interest

To receive declarations of interest under the localism act 2011 - None received.

#### OS25/6-067 Minutes

To approve as a correct record the notes of the Open Spaces meeting held on the 22nd August 2025.

It was proposed, seconded and

**Resolved:** That the official minutes of the meeting for 22nd August 2025 be approved as a correct record and signed by the Chair.

#### OS25/6-068 Clerk's report

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

#### OS25/6-069 Work Scheduling & Park Team Report

1. To **resolve to agree** the Work Schedule.

It was proposed, seconded and

**Resolved:** It was resolved to agree the Work Schedule. The schedule was proposed, seconded, and agreed, with the following additions:

- Check signage at the Nature Reserve
- Remove wreaths from the War Memorial prior to Remembrance
- Clear Bass access

2. To review and **resolve to agree** the Park Team Reports and any actions required.

It was proposed, seconded and

**Resolved:** The Park Team Reports were reviewed. Park Team Supervisor was thanked for his report and input. It was agreed to accept the report, with actions required to be added to the Work Schedule or actioned by Deputy Clerk as appropriate. (See Appendix A).

3. To **resolve to agree** quote received for disposal of chemicals.

It was proposed, seconded and

**Resolved:** The quote received for the disposal of chemicals was reviewed. It was agreed to accept the quote from Kleenwaste at a cost of £685.00.

4. To **resolve to agree** quotes to service Council Vehicles.

It was proposed, seconded and

**Resolved:** Quotes for servicing Council vehicles were reviewed. The price for a full service of the Kubotas was discussed. It was agreed to accept the quote from Irelands for £700. The quotes for servicing the Truck were reviewed and agreed to proceed with either Company 2 £320.00 or Company 3 £357.00, as their prices were similar.

5. To **resolve to agree** training for Park Team staff and give recommendations to HR Committee.

It was proposed, seconded and

**Resolved:** It was agreed for training needs were reviewed with input and prices provided by Park Team Supervisor.

It was agreed that COSHH and Manual Handling training (online, £26 per person) should be booked as a priority.

Remaining budget to be checked and, subject to funds, First Aid training to be prioritised next, followed by Chipper training.

Recommendations to be passed to the HR Committee for action.

6. To **resolve to agree** to purchase 3 sheets of marine ply (8x4).

It was proposed, seconded and

**Resolved:** It was agreed to purchase three sheets of marine ply (8x4). The matter was proposed, seconded, and agreed, with the price confirmed at £67.50 per sheet.

## **OS25/6-070 Carter's Park Play Area**

1. To **resolve to agree** to get design schemes and quotes for improvements to the play area.

It was proposed, seconded and

**Resolved:** It was agreed to obtain design schemes and quotes for improvements to the play area. Members discussed the need to establish a three-year plan, as some equipment will soon require replacement. It was proposed, seconded, and agreed that Isobel and Trevor meet to discuss ideas and contact several companies to produce schemes.

2. To **resolve to agree** quotes for zip line repairs.

It was proposed, seconded and

**Resolved:** Quotes for repairs to the zip line were reviewed. It was agreed to proceed with the cheaper quote of £1,400 with Wicksteed.

## **OS25/6-071 Tree Work**

1. To receive an update and **resolve to agree** who to use for tree survey report.

It was proposed, seconded and

**Resolved:** An update was received regarding the tree survey report. As no further information had been supplied from the companies, it was agreed to accept the quote from the cheaper company, based on the budget available.

2. To receive an update on tree work completed.

An update was received on recent tree work. Park Team Supervisor reported that the work requested by LCC in Park Road had been completed, along with the removal of the tree obscuring the floodlight. It is expected that the tree in Park Road Cemetery will be the next to be addressed.

**OS25/6-072 Allotments**

1. To receive an update on Bass Allotment after site visit a **resolve to agree** the way forward.

It was proposed, seconded and

**Resolved:** An update was received following a site visit to Bass Allotment. The committee was informed of a complaint from a neighbouring landowner regarding tenants using his land to access the allotments. A site visit had been undertaken and various solutions considered.

It was agreed that the official access to Bass Allotment should be cleared to allow proper entry.

**OS25/6-073 Carter's Park Tennis Courts**

1. To received an update on Tennis Court - Lawn Tennis Association system.

An update was received on the Lawn Tennis Association system for the tennis courts. It was reported that the gates have been installed but are currently locked due to issues with accessing the system. A sign has been put up advising people to make contact if they wish to access the courts until the matter is resolved.

**OS25/6-074 Hallgate Cemetery**

1. To resolve to agree quotes obtained for bench in regard to memorial for Terry Harrington Memorial.

Quotes obtained for a memorial bench in honour of Terry Harrington were reviewed. It was proposed, seconded, and agreed that Terry's wife should be contacted for her views before any purchase is made.

**OS25/6-075 Budgets**

1. To review the Open Spaces budgets for 2024/25.

The Open Spaces budgets for 2024/25 were reviewed. Input was received from Park Team Supervisor regarding areas where further expenditure can be expected during the year.

2. To review and discuss Open Spaces budgets including project ideas for 2025/26.

The Open Spaces budgets for 2025/26 were reviewed and discussed, including potential project ideas. It was noted that budgets for 2026/27 will form the main item on the next Open Spaces agenda.

**OS25/6-076 Equipment & IT**

1. To receive an update on Park Team tablet.

An update was received on the Park Team tablet. The Park Team Supervisor reported that the tablet purchased for the team is currently unable to be used due to issues accessing the required software via Edge. Open Spaces requested that Finance and Admin look into this matter as a priority.

It was further reported that the Park Team Supervisor requires a laptop for his supervisory role, and Finance and Admin were asked to look into purchasing this.

**OS25/6-077**

**Next meeting**

1. The next meeting date for Open Spaces Committee is 22nd October 2025 at 10.00am.

**Open Meeting closed at:**

16:47

**Closed session opened at:**

16:48

**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.

**OS25/6-078**

**Carter's Park**

1. To **resolve to agree** the way forward with tractor shed with quotes received. It was proposed, seconded and

**Resolved:** Park Team Supervisor reported on the ongoing situation with the tractor shed, which has been under consideration for two years. Quotes had been obtained for repair or for a new build on the existing site. Discussion took place on the best option, including whether the bungalow site might be suitable instead. It was agreed that the matter be referred to Full Council for further discussion. The committee's preferred option is a new build; however, as there is insufficient budget currently, additional funding would need to be identified. The committee requested that Finance and Admin explore funding options.

**Closed Meeting closed at:**

17:12

**Chairs Signature**

**Date**

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

## 2nd October 2025

Area	Task required	Status	Priority	Assignee
Carter's Park	Grass cutting	As Required	Medium	Aaron May
Carter's Park	Re-paint play equipment	In Progress	Low	Aaron May
Carter's Park	Re-paint benches	In Progress	Low	Aaron May
Carter's Park	Spraying	As Required	Low	Park Team
Carter's Park	Grass seed jubilee circle	Not Started	Low	Park Team
Carter's Park Public Toilets	Re-open	Completed	High	Park Team
All Saints Churchyard	Grass cutting	As Required	Medium	Park Team
All Saints Churchyard	Flower beds & pots	As Required	Low	Park Team
All Saints Churchyard	Damaged Pots to be removed	As Required	Low	Park Team
All Saints Churchyard	Spraying	Completed	Medium	Dan Taylor
Hallgate Cemetery	Grass cutting	As Required	Medium	Park Team
Hallgate Cemetery	Pot Hole Check	Completed	Low	Park Team
Hallgate Cemetery	Spraying (2 people required)	To be Completed	Low	Park Team
Park Road Cemetery	Grass cutting	As Required	Medium	Park Team
Park Road Cemetery	Holly bush	In Progress	Medium	Pete Joinson
Park Road Cemetery	Spraying	As Required	Low	Pete Joinson
Park Road Cemetery (Tenters Side)	Trim vegetation	In Progress	Low	Pete Joinson
Holbeach War Memorial	Weeding & maintenance	As Required	Low	Park Team
Battlefield Allotments	Strimming paths & empty plots	As Required	Low	Park Team
Cemetery Chapels	Noticeboard Installation	To be Completed	Low	Park Team
Netherfield	Trim hedges	To be Completed	Low	Park Team
Netherfield	Remove cherry tree	To be Completed	Low	Park Team
Netherfield	Trim conifer	To be Completed	Low	Park Team
Bowls Club	Trim back perimeter	To be Completed	Low	Park Team
Pavilion	Window repair	To be Completed	Low	Park Team
Coubro Chambers	Remove front sign	To be Completed	Low	Park Team
Football Club Fence	Clean off Fence	To be Completed	Low	Park Team
Park Road Cemetery Fence	Repair to Outer Fence	To be Completed	Low	Park Team

# Report

**To:** Members of Holbeach Parish Council – Open Spaces Committee  
**From:** Park Team  
**Date:** 2nd October 2025  
**Subject:** Park Team Report

---

## **Park Team Updates**

### **Carter's Park**

Grass cutting complete  
Football tennis net fitted  
Play area backfilled as required and re-seeded areas  
Medical centre hedge cut  
New bin installed

### **Netherfield**

Grass cutting complete  
All hedges cut

### **Hallgate Cemetery**

Grass cutting complete  
Potholes checked and remedial works carried out

### **Park Road Cemetery**

Grass cutting complete  
Watering can stations back boards prepared for fitting  
Notice board installed

### **Holbeach Hurn**

Grass cutting complete

### **Holbeach Bank**

Grass cutting complete

### **Holbeach St Johns**

Grass cutting complete

### **Holbeach St Marks**

Grass cutting complete

### **All Saints Churchyard**

Grass cutting complete  
All barrel planters removed (Plants relocated as requested)  
Brambles and self-seeded trees treated with 2<sup>nd</sup> dose of Icade

### **Fishpond Lane Nature Reserve**

Cut back pathway hedges to allow pedestrian clear access  
Signs cleaned  
6 Waterside Gardens on inspection tree already been cut back

# Report

**To:** Members of Holbeach Parish Council – Open Spaces Committee  
**From:** Park Team  
**Date:** 2nd October 2025  
**Subject:** Park Team Report

---

## **Battlefields Allotment**

No updates

## **Actions Required – Park Team Sites**

### **Carter's Park**

- Repair inclusive toilet: - Quotes for hoist – agreed previously on minutes – Installation Pack / Non-functional door lock / Door sticking / Hoist missing – **quotes still to be gained.**
- Update signage: Opening/closing times / Play equipment usage / Work in progress notices on every entrance – list of signage required – **quotes to be gained and wording to be agreed.**
- Public Toilets – To be re-painted and lagging to be purchased for pipe work to protect in the winter months. **To be completed.**
- Carter's Park Trees (once pole pruner course completed) Park Team can deal with trees T846 False cypress & T842 Norway maple in house. **To be completed.**
- Standard roses next to Medical Centre look at removal due to decay and lack of growth (end of life).
- To install steps for slide (as per site visit from Wicksteed) to be agreed.
- To look at pest control at Carter's Park to be agreed.
- To purchase a bulk bag of play bark and a bulk bag of play sand.

### **Netherfield**

- Trim tops of hedges (Two-person task) and to do Cherry Tree and Conifer once Pole Pruner course completed on the 8th October. **To be completed.**

### **Hallgate Cemetery**

- Conduct weed spraying (Requires second person due to wind conditions) **To be completed.**
- Remove oak and silver birch under power lines planted incorrect area to be agreed. (Photos).
- Standard rose in memorial area – conditions not ideal and to be relocated. Suggest a small weeping cherry tree as replacement. (Communicate with the donating family).
- Tree near memorial wall.

### **Park Road Cemetery**

- Trim vegetation along The Tenters side (Two-person task with pole pruner) **To be completed.**
- Issue letter to resident at The Tenters regarding waste disposal concern **To be completed.**
- Yew Trees need wiring to be purchased. **To be completed.**
- Cut back Park Road and Edinburgh Walk hedges. Park Team Supervisor to explain.
- Fit watering can back boards.

# Report

**To:** Members of Holbeach Parish Council – Open Spaces Committee  
**From:** Park Team  
**Date:** 2nd October 2025  
**Subject:** Park Team Report

---

## **Holbeach Hurn**

- No actions required

## **Holbeach Bank**

- No actions required

## **Holbeach St Johns**

- Clean and repaint War Memorial fence (Before end of October)

## **Holbeach St Marks**

- No actions required

## **All Saints Churchyard**

- Remove brambles and self-seeded trees that have been treated
- Side-up right-hand pathway from Church Street to Church Walk
- Tree branch removal – low bearing (once pole pruner training is completed).

## **Additional Operational Needs (AOB)**

- Replenish rolling stock (bolts, screws, etc.) – quotes for bulk buying 6 months' supply.
- New bottle of Icade (Selective weedkiller) to be ordered £69.99.
- 3<sup>rd</sup> spraying knap sack to be ordered £66.73.