

# DRAFT NOTES



Clerk/RFO: Jan Hearsey  
Deputy Clerk: Becky Brothwell

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## Minutes of the meeting of Holbeach Parish Council Open Spaces Committee on Wednesday 22nd October 2025 at 10:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr I Hutchinson

Councillors : Cllr S Ball, Cllr P Foyster

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

\* Attended remotely

### Open Meeting opened at:

10:19

#### OS25/6-079 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting - received from Cllr T Chinery.

#### OS25/6-080 Declarations of Interest

To receive declarations of interest under the Localism Act 2011 - None received.

#### OS25/6-081 Minutes

To approve as a correct record the notes of the Open Spaces meeting held on the 2nd October 2025.

It was proposed, seconded and

**Resolved:** This agenda item was deferred as the minutes had not yet been prepared.

#### OS25/6-082 Clerk's report

1. To receive a report from the Clerk.

- The silver birch at All Saints Church has now been removed. In addition, the line of trees along Park Road has been cut back in accordance with specifications provided by Lincolnshire County Council. The tree adjacent to the football club floodlight has also been trimmed to prevent obstruction or damage to the lighting.

- Allotment invoices are currently pending due to time constraints. I intend to issue these shortly and apologise for the delay.

- It has been confirmed that, as owners of Carter's Park, we are responsible for installing permanent fencing around the drain area. The temporary fencing is being

damaged daily due to unauthorised access and is no longer sufficient to secure the site.

- All three members of the park team successfully completed their Pole Pruner Course on 8th October and are now fully qualified to undertake tree work. Congratulations to them all on this achievement.

- The agreed servicing for the Kubota equipment has now been scheduled for early December. This appointment will also include training for relevant staff members as part of the service package.

#### **OS25/6-083      Work Scheduling & Park Team Report**

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

It was proposed, seconded and

**Resolved:** The Committee agreed to proceed with all items on the agreed list. The next step is to confirm which budgets will be used to support these actions.

See Appendix A

#### **OS25/6-084      Allotments**

1. To receive an update on Bass Allotment.

The Council received an update on Bass Allotment. Following a letter from Mr Hussain, the Park Team will clear the entrance once they have completed their chipper course.

2. To **resolve to agree** a date for the upcoming allotment inspections and to confirm the councillors or representatives who will carry them out.

It was proposed, seconded and

**Resolved:** The Council agreed arrangements for allotment inspections starting from 10th November.

- Cllr Sandra Ball and with the Battlefield Allotment representative Jenny Sharman will carry out inspections, with support from the Park Team.

- Cllr Trevor Chinery will be approached to assist across all allotment areas.

- Data will be uploaded to the Edge system once dates are confirmed.

All actions agreed, with inspections scheduled to begin mid-November.

#### **OS25/6-085      Park Road Cemetery**

1. To **resolve to agree** the way forward with Holly sale.

It was proposed, seconded and

**Resolved:** The Council discussed the annual holly sale. An offer of £200 has been received, but as the holly in the churchyard is not owned by the Council, further clarification is needed before any decision can be made.

#### **OS25/6-086      Carter's Park**

1. To **resolve to agree** specifications, location and ideas for Tractor Shed.

It was proposed, seconded and

**Resolved:** The Council agreed specifications and location for the new Tractor Shed:

- Planned size: 10m × 10m × 4m with a concrete base.

- Proposed location: Park Bungalow, with possible gate access from Carter's

Park.

- Quotes will be sought for planning, construction, and fencing.
- Insurance arrangements will be reviewed.
- A working group has been set up to oversee the project.

All actions agreed, with progress updates to be reported to Full Council.

**OS25/6-087**

### **Budgets**

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

The Committee reviewed the Open Spaces budgets for 2024/25. It was agreed to move £1,300 from Fuel to Repairs and Maintenance, and to fund fencing costs from Plant & Machinery Renewals. These changes will be confirmed to Full Council

2. To **resolve to agree** to recommend to the Finance Committee the proposed Open Spaces budgets for the financial year 2025/26, including associated project ideas and priorities.

It was proposed, seconded and

**Resolved:** The Committee reviewed draft Open Spaces budgets for 2025/26, along with project ideas and priorities. It was agreed to recommend these proposals to the Finance Committee for consideration.

**OS25/6-088**

### **Next meeting**

1. The next meeting date for Open Spaces Committee is 26th November 2025 at 10.00am.

**Open Meeting closed at:**

12:16

**Chairs Signature**

**Date**

Council 22/10/25 Chair's initials.....

# Report

**To:** Members of Holbeach Parish Council – Open Spaces Committee  
**From:** Park Team  
**Date:** 22nd October 2025  
**Subject:** Park Team Report

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## **Park Team Updates**

### **Carter's Park**

Grass cutting complete  
Bowls club perimeter trimmed up

### **Netherfields**

Grass cutting complete

### **Hallgate Cemetery**

Grass cutting complete  
Potholes checked and remedial works carried out

### **Park Road Cemetery**

Grass cutting complete

### **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

### **Fishpond Lane Nature Reserve**

Nothing to report

### **Battlefields Allotment**

Nothing to report

# Report

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## Actions Required – Park Team Sites

### **Carter's Park**

- Park and cemetery combination padlocks are becoming worn and the barrels are no longer lining up allowing the locks to open off a code. **Suggest returning to brass padlocks with keys.** (Abus 65/50 pack of 20 keyed Alike £359.04 free delivery) We have 15 to replace. 4 in Cemeteries. 11 in Carters Park. Leaving 5 spares.
- 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 - 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 be completed.**
- To look at pest control at Carter's Park to be agreed. **Awaiting quote.**
- To purchase a bulk bag of play bark and a bulk bag of play sand. **To be agreed.**

### **Netherfield**

- To remove Cherry Tree and Conifer. **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. **To be completed.**
- 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). **To be completed.**
- Tree near memorial wall to be removed. **To be completed.**

### **Park Road Cemetery**

- Trim vegetation along The Tenters side (Two-person task with pole pruner) **To be completed.**
- Issue letter to residents at The Tenters regarding waste disposal concern **To be completed.**
- Yew Trees need wiring. £24.00 inc. VAT x 2 total including Del £60 **To agree to purchase.**
- Cut back Park Road and Edinburgh Walk hedges. **Park Team Supervisor to explain.**
- Fit watering can backboards. **To be completed.**

### **Holbeach Hurn**

- No actions required

### **Holbeach Bank**

- No actions required

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## **Holbeach St Johns**

- Clean and repaint War Memorial fence (Paint purchased.) **To be completed.**

## **Holbeach St Marks**

- No actions required

## **All Saints Churchyard**

- Remove brambles and self-seeded trees that have been treated. **To be completed.**
- Side-up right-hand pathway from Church Street to Church Walk. **To be completed.**
- Tree branch removal **To be completed.**

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

- New bottle of Icade (Selective weedkiller) to be ordered £69.99.
  - 3<sup>rd</sup> spraying knap sack to be ordered £66.73.
  - To purchase 3 large wheely bins (240L) for Carters Park. 1 will replace old, damaged bin on the corner of the tennis court (to replace it with a like for like bin would be at a much greater cost. £185.) 1 to go into the jubilee garden and 1 spare. These have been great in reducing the amount of rubbish in Carters Park and seem to be standing up well to the abuse. £37.99 inc. VAT Each. Total £104.98 with Del.
- To agree the quote for palisade and gate around drain around Carter's Park (H&S Issue) £3,023.69.  
To agree way forward with diesel tank.  
To agree way forward with basketball hoop.