



Coubro Chambers, 11 West End, Holbeach PE12 7LW
Tel, 01406 426739 Email. clerk@holbeachpc.com
Web: holbeach.pariah.lincolnshire.gov.uk
@HolbeachParishCouncil

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the Extraordinary meeting of Holbeach Parish Council to be held on Monday, 26 January 2026 at 18:30 at Coubro Chambers, 11 West End, Holbeach at which the under mentioned business will be transacted.

Gina Lopez PSLCC

Acting Clerk to Holbeach Parish Council
21 January 2026

A. Hordt

Chair of Holbeach Parish Council
21st January 2026

This meeting will be recorded by the Parish Council in accordance with the Local Audit and Accountability Act 2014, members of the public and press may photograph, film, or audio record public meetings. Anyone wishing to do so should inform the Chairman before or at the start of the meeting.

Members are reminded of their responsibilities under the Code of Conduct, Standing Orders, and the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.

Recording is permitted during the public meeting, but not before it starts or after it is formally closed. Please stop recording when the meeting ends.

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest under the Localism Act 2011.

3. BUDGET & PRECEPT REQUEST FOR FINANCIAL YEAR 2026/27

- A) Confirmation of Budget for the financial year 2026/27 - For Resolution
- B) Confirmation of Precept request for the financial year 2026/27 - For Resolution

4. FINANCE MATTERS – For resolution

- A) To approve external payroll service
- B) To approve the outsourcing of the Council accounts work
- C) To approve the appointment of Masons & Partners to handle land matters regarding any land owned by HPC with respect to EGL3 and 4 (National Grid/Meridian Solar)
- D) To approve Gallagher Annual Insurance renewal

5. PUBLIC FORUM

The Chairman will invite members of the public to present their questions, statements, or petitions. Public participation is limited to 15 minutes, with each speaker permitted up to 3 minutes. After this item, public contributions will only be allowed at the Chair's discretion.

6. DATE OF NEXT MEETING – 9 FEBRUARY 2026

BUDGETS 2026/7

Holbeach Parish Council – Draft Budget for the Financial Year 2026/27						
<p>Disclaimer: Please note: The Chart of Accounts structure has been updated for the 2026/27 financial year. As a result, some budget lines have been reclassified under new nominal codes and cost centres. Figures from previous years may not appear under the same headings but have been placed in corresponding categories to allow for meaningful comparison.</p>						
	Finance & Admin Committee	D/P/R*	Approved Budget 2024/25	Approved Budget 2025/26	Working Budget 2026/27	EMR (Savings) 2025/26
100	Administration					
1076	Precept					
1080	Bank Interest	P	-£ 5,000.00	-£ 11,000.00	-£ 15,000.00	
4075	Hire of Venue	P/R	£ 550.00	£ 550.00	£ 550.00	
4080	Office Supplies	P/R	£ 814.00	£ 900.00	£ 500.00	
4070	Insurance	P/R	£ 14,300.00	£ 15,000.00	£ 17,000.00	
4999	Contingency/ Reserves		£ 3,000.00	£ 5,000.00	£ -	
110	It and Software					
4060	Phone & Broadband		£ 660.00	£ 660.00	£ 1,500.00	
4085	IT Equipment		£ 1,100.00	£ 3,000.00	£ 3,000.00	
4100	Email & Software Licences		£ 3,850.00	£ 5,500.00	£ 5,500.00	
4121	CCTV		£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00
120	Rates and Serives					
4110	Subscriptions	P	£ 1,980.00	£ 2,300.00	£ 2,300.00	
4105	Audit Fees		£ 1,540.00	£ 1,600.00	£ 1,600.00	
4055	Business Rates	P/R	£ 1,500.00	£ 1,800.00	£ 2,000.00	
4130	Elections	P/R	£ 500.00	£ 500.00	£ -	£ 8,000.00
4050	Sum up fees		£ -	£ 300.00	£ 300.00	
130	Grants					
4125	Community Grants	s.137	£ 3,000.00	£ 3,000.00	£ 10,000.00	
4126	SHVCS		£ 4,000.00	£ 4,200.00	£ 5,000.00	
			£ 31,794.00	£ 43,310.00	£ 44,250.00	£ 18,000.00

BUDGETS 2026/7

			Approved Budget 2024/25	Approved Budget 2025/26	Working Budget 2026/27	EMR
	Open Spaces Committee	D/P/R*				
200	Club Tenancies & Facility Rentals					
	Bowls Club Rent		-£ 550.00	-£ 250.00	-£ 250.00	
	Holbeach Football Club Rent		-£ 250.00	-£ 2,000.00	-£ 2,500.00	
	Holbeach Bank Football Club Rent		-£ 20.00	-£ 20.00	-£ 20.00	
	Facility Rentals		£ -	£ -	£ -	
4440	Holbeach Bank Crown Rent (paid)		£ 733.00	£ 733.00	£ 1,000.00	
210	Cemeteries					
1300	Cemetery Fees		-£ 16,000.00	-£ 16,000.00	-£ 12,000.00	
4360	Loan Repayment - Hallgate		£ 5,865.00	£ 5,865.00	£ 6,000.00	
220	Allotments					
1200	Allotment Rent Received		-£ 10,415.02	-£ 10,835.25	-£ 10,000.00	
4310	Allotment Rent Paid		£ 2,539.00	£ 2,539.00	£ 800.00	
4305	Drainage		£ 750.00	£ 750.00	£ 1,000.00	
230	Environmental Maintenance & Horticulture					
1305	Sale of Holly		-£ 500.00	-£ 300.00	£ -	
1100	Litter Precept		-£ 2,500.00	£ -	£ -	
4245	Litter Equipment		£ 300.00	£ 400.00	£ 250.00	
4235	Horticultural Supplies	P	£ 2,600.00	£ 4,000.00	£ 5,000.00	
4400	Tree Work	P/R	£ 13,000.00	£ 17,000.00	£ 10,000.00	£ 25,200.00
4402	Tree survey	D	£ -	£ 1,700.00	£ 500.00	£ 1,700.00
4625	Pest Control	P	£ 250.00	£ 250.00	£ 500.00	
4270	Grass Cutting		£ 12,195.00	£ 12,195.00	£ -	
240	Plant & Machinery					
4220	Large Plant & Machinery Renewals	P	£ 2,000.00	£ 10,000.00	£ 10,000.00	£ 9,218.73
	Hand Tools and Equipment Renewals		£ -	£ -	£ 2,000.00	

BUDGETS 2026/7

4455	Repairs & Maintenance		£ 4,300.00	£ 3,550.00	£ 5,000.00	
4450	Vehicle Insurance		£ 700.00	£ 800.00	£ 2,000.00	
4460	Fuel		£ 4,000.00	£ 4,000.00	£ 4,000.00	
250	Recreation Infrastructure					
1210	Duck food receipts	P	-£ 100.00	£ -	-£ 200.00	
4242	Play Equipment Renewals		£ 4,100.00	£ 3,400.00	£ 5,000.00	£ 10,150.47
4420	Play Equipment Inspections		£ 800.00	£ 890.00	£ 1,000.00	
4425	Street furniture Renewals	P/R	£ 2,200.00	£ 2,200.00	£ 2,200.00	£ 1,604.04
	Tennis courts Maintainace	P	£ 1,500.00	£ 1,500.00	£ -	£ 4,000.00
4455	Repairs & Maintenance		£ 4,300.00	£ 5,100.00	£ 5,000.00	
260	Facilities Capital Works					
	Tractor Shed		£ 20,000.00	£ -	£ 5,000.00	£ 43,994.35
	Toilets		£ 8,500.00	£ 9,000.00	£ 10,000.00	£ 9,000.00
	Pathways & Hard Surface		£ -	£ 10,000.00	£ -	£ 10,000.00
4457	Nature Reserve		£ -	£ -	£ 10,000.00	
	Park Rd Cem Railings		£ -	£ -	£ -	£ 5,000.00
	Battlefields		£ 12,000.00	£ -	£ -	£ 1,596.02
	War Memorials			£ 1,500.00		
	Dog Park				£ 2,000.00	
270	Utilities & Services					
4055	Business Rates		£ 1,100.00	£ 1,100.00	£ 2,500.00	
4680	Utilities - Carters Park	P/R	£ 4,700.00	£ 4,300.00	£ 4,500.00	
4680	Utilities - Park Rd Cem	P	£ 200.00	£ 220.00	£ 220.00	
4680	Ullties - Hallgate Cem	P	£ 200.00	£ 220.00	£ 220.00	
4215	Waste Services		£ 5,500.00	£ 6,200.00	£ 6,500.00	
4405	Locking/Unlocking		£ 7,340.00	£ 7,340.00	£ 10,000.00	
			£ 91,336.98	£ 87,346.75	£ 87,220.00	£ 121,463.61

BUDGETS 2026/7

	Utilities & Services	P				
4057	Business Rates	P	£ 2,450.00	£ -	£ 1,500.00	£ 1,000.00
4605	Council Tax		£ -	£ 300.00		
4685	Office Cleaning		£ 2,800.00	£ -	£ 3,000.00	£ 2,432.62
	Utilities - Coubro	P	£ 8,050.00	£ 3,500.00	£ 10,000.00	£ 10,000.00
	Utilities - Cemetery Chapels		£ 350.00	£ 400.00	£ 400.00	
	Utilities - Park Bungalow		£ 1,400.00	£ -	£ 1,000.00	
	Rates - Park Bungalow	P	£ 1,700.00	£ -	£ 2,000.00	
	Professional Fees		£ 1,700.00	£ 1,000.00	£ 5,000.00	£ 5,000.00
		P				
	Property Improvements & Maintenance					
	Repairs and Maintenance		£ 5,000.00	£ 16,000.00	£ 20,000.00	£ 4,000.00
	Cemetery Chapels	P	£ 10,000.00	£ 10,000.00	£ -	£ 49,900.00
	Park Bungalow	P/R	£ 10,000.00	£ -	£ -	£ 10,000.00
	Defibrillator Holbeach Hurn		£ -	£ 2,000.00	£ -	
	Speeding	P/R				
4610	Speed Prevention Costs	P/R	£ 500.00	£ 2,000.00	£ -	£ 1,750.00
			£ 27,015.00	£ 21,885.00	£ 20,945.00	£ 84,082.62
	Events Committee	D/P/R*	Approved Budget 2024/25	Approved Budget 2025/26	Working Budget 2026/27	EMR
500	Events					
1600	Events Income		-£ 600.00	-£ 4,810.00	-£ 1,000.00	
	Remberance	s.137	£ 1,000.00	£ 500.00	£ 500.00	
	Christmas Fayre		£ 1,000.00	£ 2,500.00		
	Halloween		£ -	£ 250.00		
4801	Events	s.137	£ 7,555.00	£ 12,250.00	£ 14,000.00	
	PR / callendar		£ 2,600.00	£ 3,725.00	£ -	
			£ 11,555.00	£ 14,415.00	£ 13,500.00	£ -

BUDGETS 2026/7

	Approved Budget 2024/25	Approved Budget 2025/26	Working Budget 2026/27	EMR
Total Income			-£ 62,925.00	
Total Expenditure			£ 479,892.00	
Difference (precept)	£ 330,079.96	£ 345,837.79	£ 416,967.00	£ 233,546.23
Total Precept Request	£ 330,079.96	£ 345,837.79	£ 416,967.00	
Offset from General Reserves	£ -	£ -	£ -	
Precept Demand to SHDC	£ 330,079.96	£ 345,837.79	£ 416,967.00	
Per Band D base rate (annual charge)*	£ 90.51	£ 92.62	£ 109.50	
Per Band D base rate (weekly charge)*	£ 1.74	£ 1.78	£ 2.11	
Per Band D base rate (Annual increase/decrease)*	£ 4.47	£ 2.11	£ 16.88	
Annual Percentage increase/decrease*	5.02%	2.33%	18.22%	
*Figures are based on 3808 Band D properties (2026/27).				
<i>EMR - Earmarked Reserves are funds set aside for specific future projects or obligations. They are not part of the annual precept request and are held separately to ensure financial planning for known commitments, such as capital works, equipment renewals, or community initiatives.</i>				
KEY *D = Duty (must carry out function) P = Power (may carry out function) R = Responsibility (have chosen to carry out function)				
s.111 LGA 1972 Power to incur expenditure conducive or incidental to the discharge of Council functions				
s.137 LGA 1972 Power to incur income where no other power granted				
s.144 LGA 1972 Power to encourage tourism in the council's area				
s.145 LGA 1972 Power to provide entertainment and support the arts				



8 January 2026

Dear Consultee,

Meridian Solar Farm Development Consent Order

Additional targeted consultation: 8 January – 5 February 2026

Planning Inspectorate reference: EN010169

We are writing to you regarding the Meridian Solar Farm ("the "Scheme"), which is a proposed solar farm and overhead line connection to the national grid that would generate around 750 MW of electricity and connect to the National Electricity Transmission System (NETS).

We previously held a Statutory Consultation on the Scheme between 24 April and 8 June 2025. We also held a targeted consultation on a number of localised changes to the Scheme, which took place between 24 September and 22 October 2025.

Since that consultation, we have continued to work closely with National Grid Electricity Transmission (NGET) regarding the proposed Weston Marsh substations they are developing as part of their Grimsby to Walpole project, which will be our point of connection to the NETS. As a result of ongoing collaboration and updated information from NGET, our previous assumptions about the location and configuration of the Weston Marsh substations need to be updated to reflect their latest plans. This requires the inclusion of additional land within the Scheme boundary to facilitate our grid connection to the new Weston Marsh Substation B location. Further information on NGET's plans, including more detail about the Weston Marsh Substation can be found at their website for the Grimsby to Walpole project here: www.nationalgrid.com/the-great-grid-upgrade/grimsby-to-walpole

We are consulting you in your capacity as a prescribed consultee under Section 42(1)(a) of the Planning Act 2008 ("the Act") and the Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009 ("the Regulations 2009"). We would like to invite your feedback on the inclusion of the additional land in this location. Please refer to the materials enclosed with this letter showing the land.

The Scheme

The Scheme is being promoted by Meridian Solar Farm Limited, a subsidiary of Downing Renewable Developments. The Scheme is proposed to be located on land to the north of Crowland and east of Spalding, and is located within the administrative boundaries of Lincolnshire County Council and South Holland District Council.

The Scheme would comprise the construction, operation (including maintenance) and decommissioning of photovoltaic (PV) solar panels of overhead line connection into National Grid's planned Weston Marsh substation B. The Scheme will also include associated infrastructure, including co-located battery energy storage systems (BESS) and inter-array connections to link together the land parcels where the solar panels are located. The BESS is associated development to ensure that energy can be stored when it is generated and not demanded. The BESS will have a direct relationship with the solar PV panels and it will support the operation of this by storing electricity produced during times of peak capacity until it is needed.

The Scheme comprises a generating station of more than 100 MW and the installation of two above ground electric lines greater than two kilometres in length. The Scheme therefore qualifies as a Nationally Significant Infrastructure Project (NSIP) under sections 14(1)(a), 14(1)(b), 15(2) and 16 of the Act. A Development Consent Order ("DCO") application for the Scheme (the "DCO Application") will be made by the Applicant to the Secretary of State for Energy Security and Net Zero (the "Secretary of State") via the Planning Inspectorate, who will appoint an Examining Authority to examine the DCO Application on behalf of the Secretary of State. After examination, the Examining Authority will make its recommendation on the Application to the Secretary of State, who will make the final decision on whether or not to grant the DCO.

Scope of the targeted consultation

We are proposing to include the land shown on the enclosed plan to facilitate our overhead line connection to National Grid's planned Weston Marsh Substation B. As noted above, National Grid has recently updated its plans for the Weston Marsh Substation, requiring changes to the overhead line design we previously consulted on.

The Weston Marsh Substation will be consented and delivered separately by National Grid and is not included within the scope of the Meridian Solar Farm Development Consent Order application.

Construction of the overhead line would take place within the area shown on the enclosed plan. Infrastructure within this land would include pylons and the overhead line itself. The full extent of the fields has been included to allow flexibility during detailed design, including consideration of the nearby Grimsby to Walpole project, which is proposing another overhead line through this area. The Meridian Solar Farm overhead line is proposed to run generally parallel to the Grimsby to Walpole route.

Information on the construction, operation and decommissioning of the Scheme was presented in the Preliminary Environmental Information Report (PEIR), which was prepared for our Statutory Consultation in 2025. The relevant documents are available on our website here: <https://meridiansolarfarm.co.uk/>

The inclusion of these fields within the Scheme for the overhead line extension is expected to result in effects similar to those already assessed for the remainder of the grid connection corridor in the PEIR. These may include:

- Potential landscape and visual effects from the construction, operation and decommissioning of the overhead line.
- Potential construction traffic effects arising from the construction of the overhead line on surrounding roads and Public Rights of Way. Operational traffic effects for the maintenance of the line will be negligible.
- Potential noise and vibration effects and air quality (such as dust) effects arising from construction traffic, and operational noise effects from the overhead line.
- Potential cultural heritage effects, including direct impacts on below-ground heritage from the construction of pylons or on the setting of neighbouring heritage features.
- Potential effects on local ecology and biodiversity receptors from the construction of the works or the presence of the overhead line.

The application will assess and report on likely significant effects for all of the above matters in detail. However, we would appreciate any feedback you may have on your land, interests, local features or any other comments you may wish to make about the potential impacts from this change.

Responding to the consultation

Responses to this additional targeted consultation must be received by **11:59pm on 5 February 2025** and should be submitted in writing either via email (enquiries@meridiansolar.co.uk) or by post (by writing: FREEPOST DOWNING MERIDIAN – no stamp needed).

All responses should be made in writing, state the grounds of the response or representation, indicate who is making the response or representation, and provide an address to which any correspondence relating to the response or representation may be sent.

Responses to this targeted consultation will be considered alongside feedback received during the stage two consultation and subsequent targeted consultation, and will inform the further development of the Scheme and DCO Application. All responses will be documented in the consultation report that will be one of the factors taken into consideration by the Secretary of State when deciding whether the DCO Application can be accepted for Examination. Therefore, in providing any comment, it should be borne in mind that the substance of your comment may be communicated to others as part of that consultation report.

However, we will request that personal details are not placed on the public record. Personal details will be held securely in accordance with the relevant data protection legislation and will be used solely in connection with the consultation process and the development of the Scheme and, except as noted above, will not be disclosed to any third parties.

The Development Consent Order process

Information about the Act and DCOs can be found on the Planning Inspectorate's National Infrastructure Planning website: <https://infrastructure.planninginspectorate.gov.uk/>

If you have any questions about this letter, the Scheme or consultation, please do not hesitate to contact enquiries@meridiansolar.co.uk or 0800 652 6120.

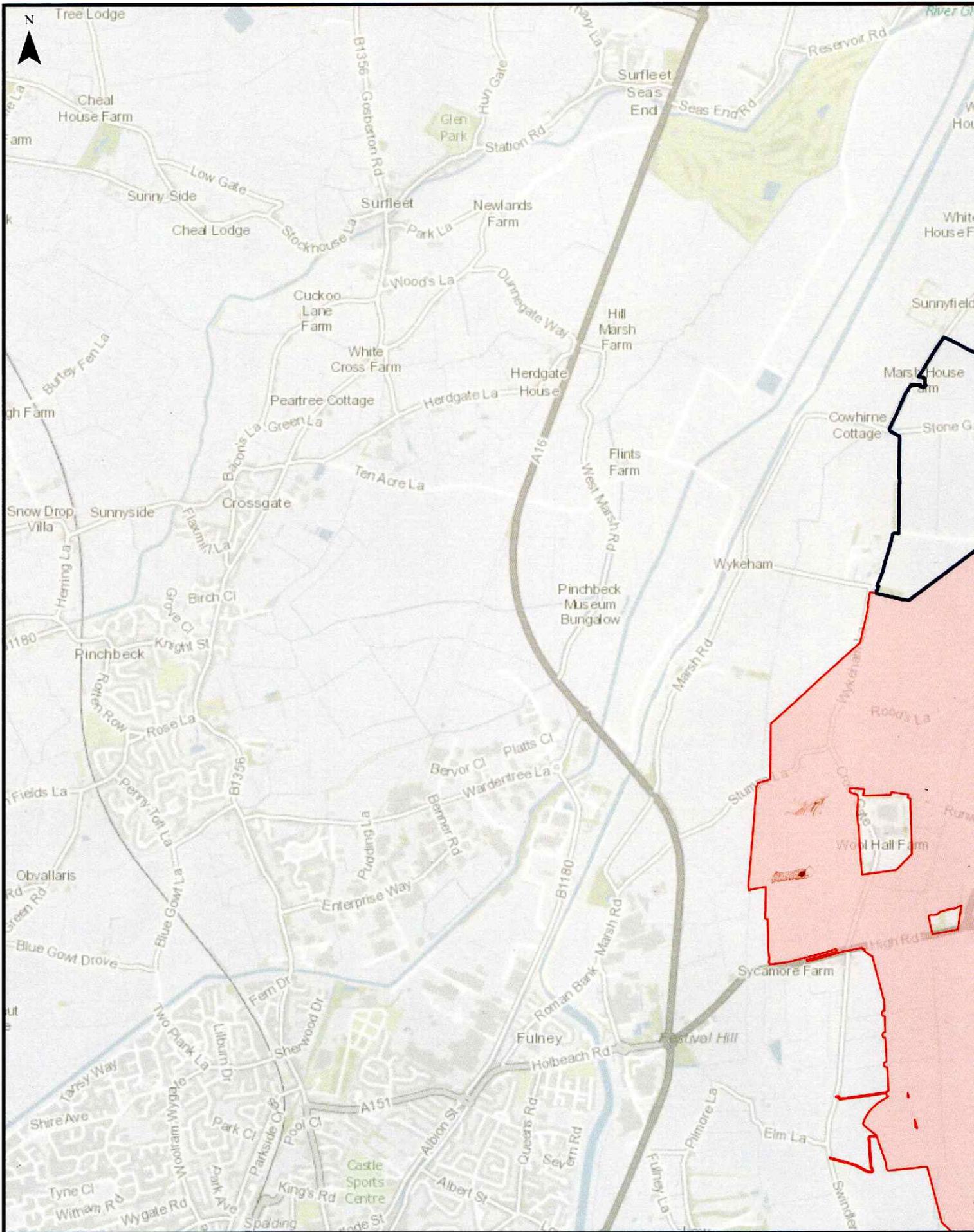
Yours faithfully,



Head of NSIP Projects



Enc. Overview Plan



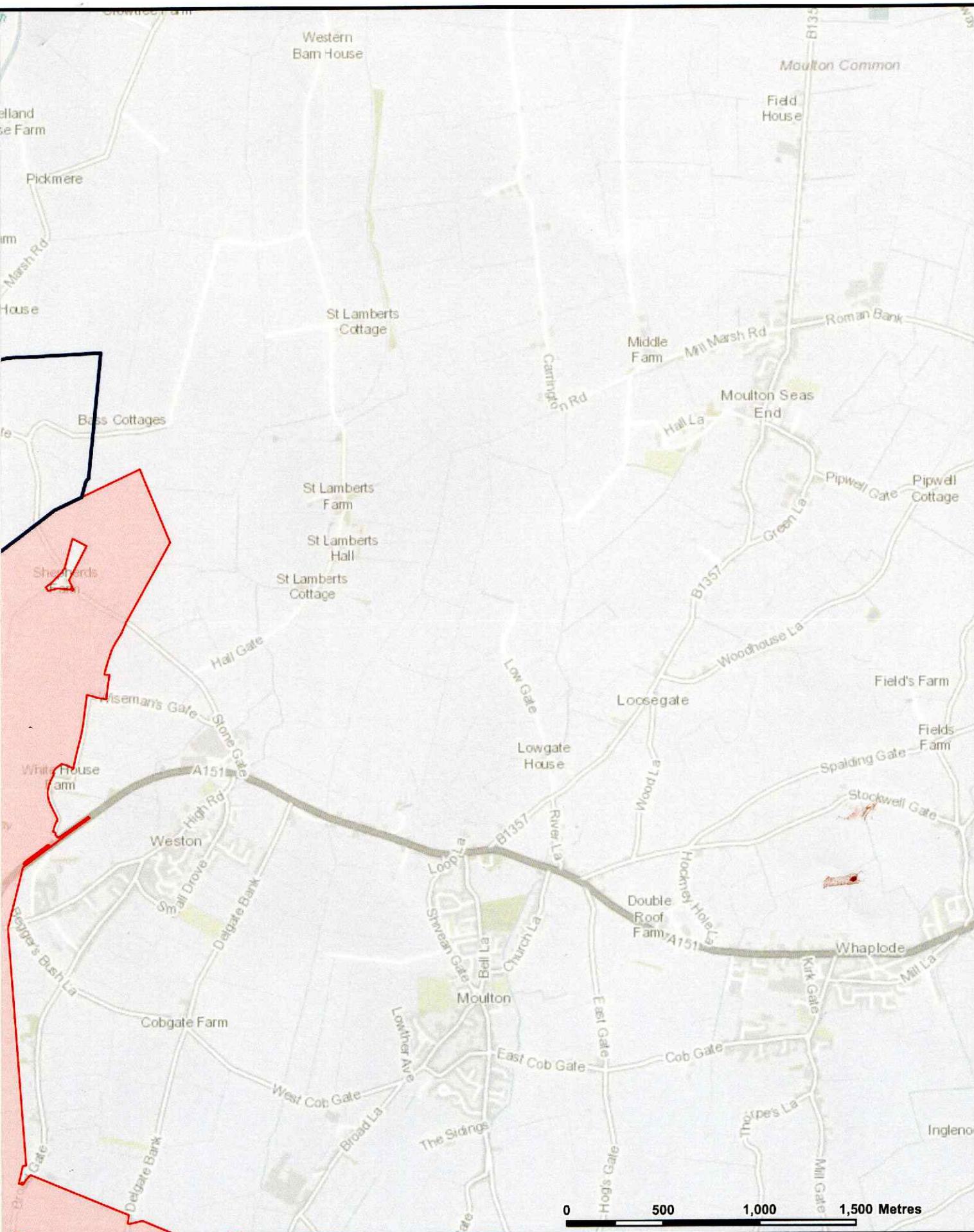
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2020 O.S.

Legend

- Extent of additional land required for connection into the proposed Weston Marsh B station
- Order Limits at Targeted Consultation September 2025



Redline Boundary Extension Plan

Scale at A3 = 1:25,000

				
Project Name				
Meridian Solar				
Company	Drawn By	Credited VA	Approved SA	Drawn Date
WSP	RK			06/01/2026
Document Name				
MS-WSP-RLB-CHNG-002				



Our Ref: ARD_EGL34_SurveyAccess_Precursor_87213_09012026

The Parish Council Of Holbeach
Council Offices
Coubro Chambers
11 West End
Holbeach
PE12 7LW

Date: 9th January 2026

Dear To Whom It May Concern,

National Grid – Eastern Green Link 3 (EGL 3) and Eastern Green Link 4 (EGL 4) – request for survey access

You should have recently received a letter from Ardent on behalf of National Grid regarding the EGL 3 and EGL 4 projects. From this you may be aware that Ardent are acting as National Grid's appointed land agents to assist with contacting landowners and occupiers and arranging access for surveys to be carried out for the Projects.

Projects Overview

EGL 3 and EGL 4 are NGET's proposal for two new primarily offshore high voltage electricity links and associated onshore infrastructure between Scotland and England. It will play a vital role in delivering new sources of clean, green electricity efficiently, reliably, and safely and will support the UK government's plan to boost homegrown power. The Great Grid Upgrade will help the UK switch to clean energy and make sure our electricity network is fit for the future; carrying more clean, secure energy from where it's generated to where you need it.

Survey License Agreement

National Grid would like to enter into an agreement with you for access to your landholding, in the event we require access to conduct survey work, to aid us in producing a more detailed design. The surveys will be carried out by specialist contractors who will carry identification and a letter of authority from National Grid. As the projects' design progresses, the areas of land which National Grid may need to undertake surveys will evolve.

It is important to note that at this stage of the projects, receiving this letter and entering into an agreement with us **does not mean** that the landholdings cited will necessarily be impacted by the construction and/or operation of the projects, or any infrastructure that may be constructed to facilitate the projects.



We would be grateful for the survey licence sent on to be completed, signed and dated where indicated and returned using the pre-paid envelope within 14 days from the date of this letter. If you require another copy of the original survey letter and the licence, please contact us and we will arrange for this to be sent to you.

Should you wish to use a professional advisor to complete and return the documents, please provide us with their details so that we may contact them or, alternatively, pass this letter to them. Should you choose to use an Agent, National Grid will reimburse your Agent's reasonably incurred fees.

Entering into an agreement in advance of the surveys taking place will allow National Grid to programme surveys ahead of time, ensuring time-sensitive surveys can be completed efficiently, and that channels of communication are well established prior to surveys taking place (incl. third party occupiers identified). It will also provide an opportunity for you to ensure any known health & safety matters, access routes, parking arrangements etc. are recorded.

Please note, that National Grid may use information obtained through this process for other National Grid projects. Further information regarding National Grid's privacy policy can be found at <https://www.nationalgrid.com/privacy-policy>.

You can still make representations about these projects and entering into an agreement with us for survey work does not affect your right to comment on the projects.

In line with National Grid's land rights strategy, National Grid will make an **advance compensation payment of £500**. In the event National Grid does not require access to your landholdings and no survey work takes place, National Grid will not attempt to recuperate the advance compensation payment or signing fee. The licence will be valid for a 24-month period commencing from the date signed.

Next Steps

As you may be aware National Grid has statutory powers available to it to enter land for survey purposes under the Housing & Planning Act 2016 (the "Act"). Under section 172 of the Act, National Grid may authorise a person in writing to enter and survey or value land in connection with a proposal to acquire an interest in or right over land. This may relate to land which is the subject of the proposal or to other land. However, National Grid would prefer to enter into a mutually agreed arrangement in the form of the previously issued non-intrusive survey licence. Unless we receive a completed licence from you within 14 days of the date of this letter, National Grid may have to use its statutory powers under Section 172 of the Act to carry out the required surveys and investigations. As you will appreciate, National Grid would rather not resort to these statutory rights and we very much hope a mutually agreed arrangement can be put in place.





nationalgrid

Ardent

Contact Us

There is a dedicated page for landowners on the projects' website (<https://www.nationalgrid.com/the-great-grid-upgrade/eastern-green-link-3-and-4>) which covers a variety of queries.

If you or your appointed land agent would like to discuss these projects further before returning the licence or referencing form, please contact a member of the Ardent land referencing team via:

- Phone - 0203 302 0545 or;
- Email on EGL3and4@ardent-management.com

For all enquiries, please quote the unique reference number included at the top of this letter, starting with ARD_EGL34.

We look forward to hearing from you.

Yours faithfully,

Ardent

for and on behalf of National Grid Electricity Transmission plc

Ardent

www.ardent-management.com | t : 020 3693 2500 | e : info@ardent-management.com



Ardent Management Limited. Registered in England and Wales (Company Number 02698524)
Registered office: 147a High Street, Waltham Cross, Hertfordshire, EN8 7AP



nationalgrid

Ardent

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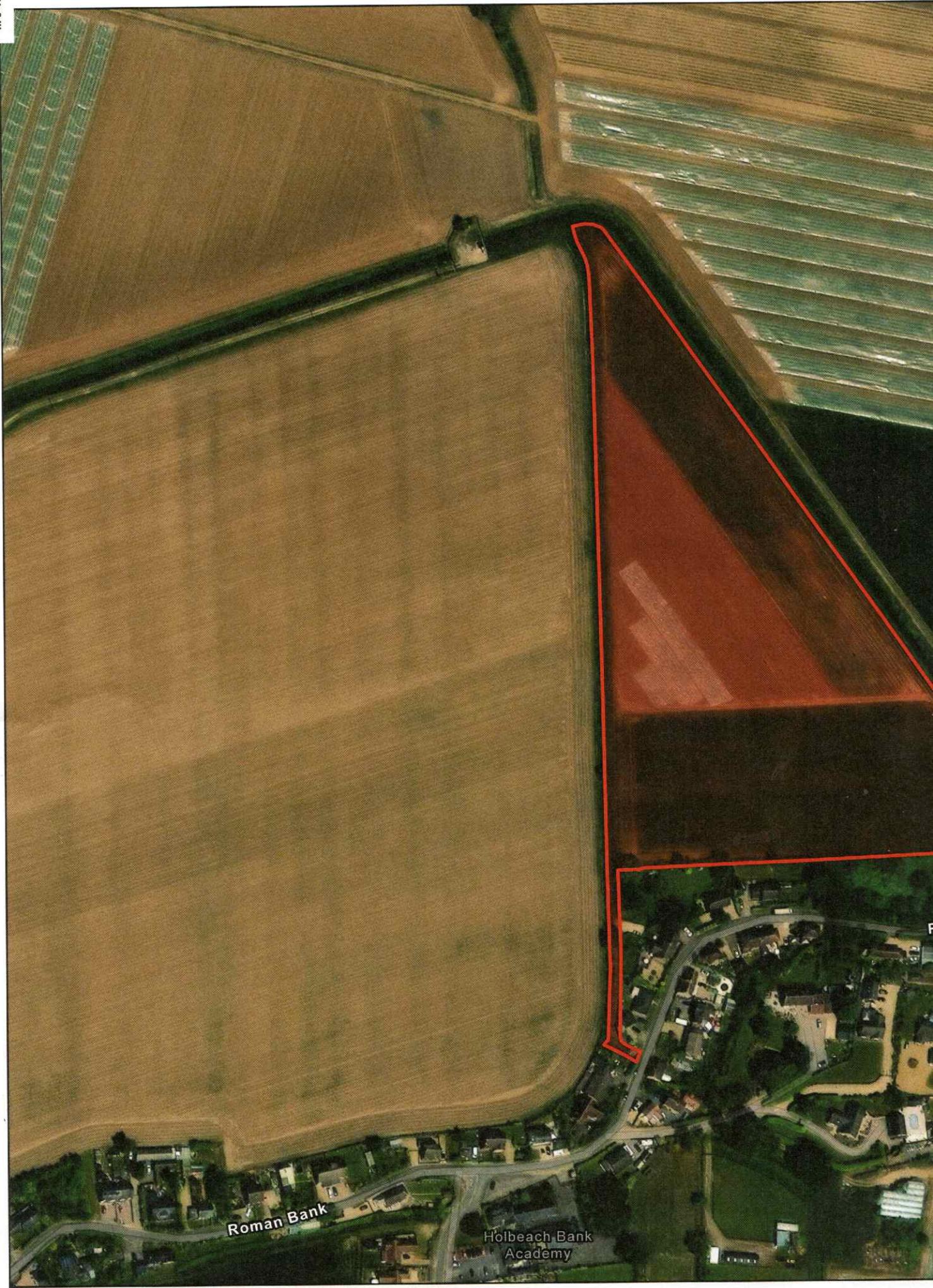
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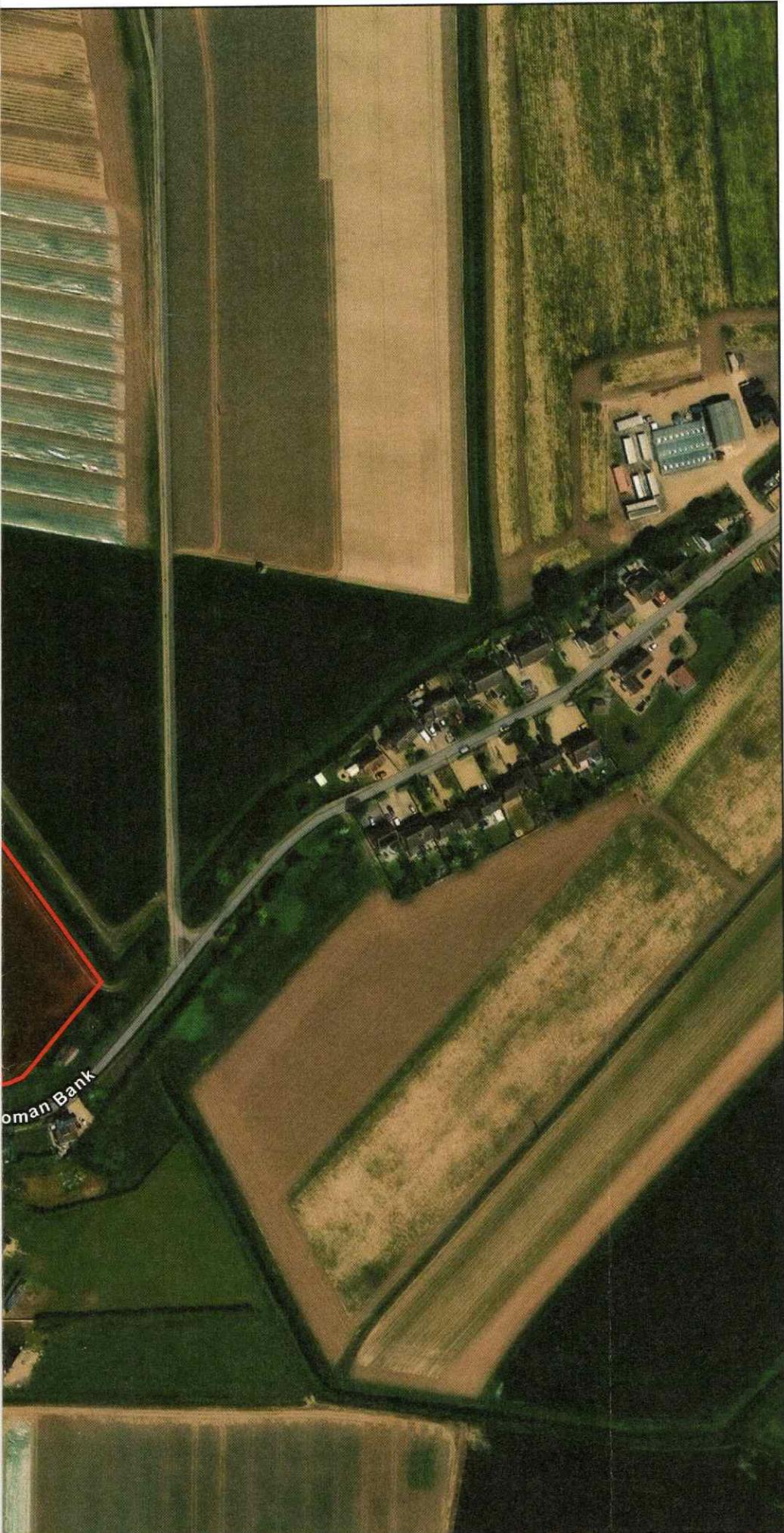


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Registered office: 147a High Street, Waltham Cross, Hertfordshire, EN8 7AP

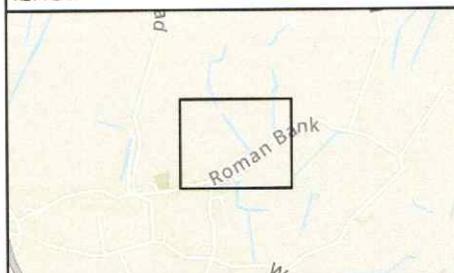


Roman Bank

Holbeach Bank Academy



KEY PLAN



Key

 HMLR Title Extents

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P01	06/05/25	INITIAL ISSUE	MH	HI	EB	EB
Rev.	Date	Description of revision	Drawn	Checked	Review's	Approv'd
Status INITIAL ISSUE					Revision P01	

Client
nationalgrid

Designer
Ardent

Project
EASTERN GREEN LINK 3 AND EASTERN GREEN LINK 4

Drawing Title
TITLE PLAN
LL223650
SHEET 1 OF 1

Scale 1:2,500 @ A3 Spatial Reference System British National Grid


Drawing reference
NG_EGL384_000617_DM

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Sent: Friday, January 16, 2026

Subject: Payroll

Payroll takes around 2 hrs

Proposal is until we find a full time Clerk we outsource payroll

Charge is £50 a month and will send invoice

Cllr Adrian Haslett

Your Ref:

Our Ref: LT/kb/MAS8349

Date: 20th January 2026

Holbeach Parish Council
Council Office
Coubro Chambers
11 West End
Holbeach
PE12 7LW

By email: parishoffice@holbeachpc.com

Dear Sirs

**Re: National Grid Electricity Transmission plc – EGL3 & EGL4
Terms of Engagement Letter**

I am writing to you following your confirmation that you would like Masons to act on your behalf in relation to the National Grid Electricity Transmission plc, EGL3 & EGL4 projects.

I would like to thank you for your instruction and would also like to take this opportunity to set out for you in detail how I shall conduct matters on your behalf and to inform you of some important issues to bear in mind as the project progresses, which will assist greatly in ensuring that you will receive full and proper compensation.

For the avoidance of doubt your instructions are for me to deal with all associated scheme matters, to include, but not limited to, initial advice, survey licences and claims, negotiation of legal documentation where required, liaising with solicitors and overseeing matters during construction and dealing with all associated compensation claims.

As a firm we have been representing clients in relation to similar projects for a considerable period of time and as a matter of course, we write to all our clients to point out various key issues.

1. Access / Survey Work

The first element of the project will be the overseeing of non-intrusive and intrusive surveys and any associated matters that arise from these surveys, to include compensation claims together with any amendments to the route. Please keep a note of the time you spend dealing with project matters on the proforma attached.

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2. Legal Documentation

The second element of the project will be dealing with the documentation covering the legal rights that both National Grid Electricity Transmissions plc and yourselves, as the landowners/occupiers, enter into in relation to the project and how compensation matters will be dealt with. This will be done in conjunction with your solicitor where required.

3. Construction Issues and Compensation

The third element of the project will be the work associated with the construction of the project which will include the preparation and negotiation of the compensation claim at the end of the project.

Whilst the process has now officially started, it is in the very early stages, however engagement with the scheme is important. As a result, it is important that you are professionally represented from the outset to protect your position. The actual process of negotiating the documentation and the construction of the project will happen over a number of years.

On a day-to-day basis, I will carry out the work myself. However, certain aspects of the work will be carried out by assistants of the company under my supervision. For your information our office hours are 9am-5pm Monday to Friday and as my work involves being out of the office some of the time, you can leave a message with my secretary, [REDACTED], whose direct dial is [REDACTED] or alternatively on my voice mail. I am available on [REDACTED] at any time.

I will endeavour to explain any issues that arise in connection with your matter and keep you informed of progress accordingly when there is something significant to report.

I can confirm that my fees for the work carried out acting on your behalf will be agreed with National Grid in accordance with their Payment of Surveyor Fees and the Agent Ways of Working document. You are ultimately responsible for payment of our fees, however, National Grid has confirmed they will cover your reasonable surveyor fees. In the unlikely event of a dispute with NG on your fees, you might be asked to cover the difference. Fees for acting on your behalf on the various aspects of this project will be covered by National Grid Electricity Transmission plc. Our fees will be calculated on either a quantum meruit basis or an industry approved scale depending on the kind of work being carried out. For the avoidance of doubt, my hour rate is currently £230 per hour plus VAT with associates being charged at £175 per hour plus VAT, assistants will be charged at £95 per hour plus VAT, however, these rates are reviewed annually. We would not envisage that you would have to pay any fees but in the unlikely event of this being the case we will of course discuss the matter fully with you at the time. For clarity, the project will not pay for fees you incur fighting against the project.

After completing work on a particular matter, I shall keep your file of papers, except for any which you ask to be returned, for no less than ten years in accordance with the RICS (Royal Institution of Chartered Surveyors) requirements.

I am confident that I shall give you a high quality of service in all respects. If, however, you have any queries or concerns about the work I undertake for you then please do not hesitate to raise them with me.

If you are a new client of the company, I am obliged to carry out Anti Money Laundering checks. Therefore, if I have not worked for you before, I am required to obtain from you a photocopy of either your passport or photo driving licence together with a recent bank or credit card statement (just the appropriate part with the address will be sufficient), utility bill, council tax bill or firearms certificate. As required by the legislation, I must see the originals and take photocopies to confirm they are true copies. Please come into the office at your earliest convenience and either me or one of the admin team will be able to do this. Alternatively, post them to me and I will take the necessary steps to copy and return the originals to you by recorded delivery.

You will also note that "Compensation Payments Permission Form" and "Bank Details Request Form" proformas are enclosed for you to complete and return to enable me to process any payments made by the scheme.

I trust that you agree it is sensible to set out these issues in a letter to you and once again, many thanks for your valued instructions, assuring you of my closest attention at all times.

Please now confirm your instructions by signing and returning the copy of this terms letter to our office together with the compensation payments permission form and the bank details request form.

If you would like to discuss any of the points I have raised in this letter, please do not hesitate to contact me.

Kind regards

Yours faithfully

A large black redaction box covers the signature and contact information of the sender.

Enc: Time Recording Sheet
Compensation Payments Permission Form
Bank Details Request Form

Signed: _____

Dated: _____

I hereby agree to the terms detailed in this letter and am signing on behalf of all parties with a legal interest in the property with whom which I have consent to sign.

Please detail all parties with a legal interest below:

Compensation Payments Permission Form
National Grid Electricity Transmissions plc
EGL3 & EGL4

I/We _____

instructed Masons (Rural) Co Unlimited to act for us in all matters relating to the above-named scheme, which includes overseeing any payments made in relation to our interest in the scheme.

I/We therefore give consent for any payments due to be made to Masons RICS Regulated Clients Account (details below) who will monitor the payments and deal with any elements of VAT (if applicable) before distributing them accordingly.

Signed _____

Dated _____

Bank: *HSBC*

Bank Details Request Form

(For internal use only)

Please provide details of the account into which you would like payments to be made from our RICS compliant client account.

If we hold monies on your behalf, they will be held in a designated clients account at the Louth Branch of HSBC Bank, which does not provide interest.

Bank or Building Society Name

Branch

Sort Code

Account Number

Name(s) of the account holder

Signature

Contact Number

Are you VAT Registered? *(Please tick the appropriate box)*

Yes

If yes – Please provide your VAT Number -

.....

No

Our Head of Client Accounting, [REDACTED], may call and verify the above details, therefore, please provide above the appropriate contact number on which to reach you.

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