

Minutes of the meeting of Holbeach Parish Council on Monday 8th December at 18:30 at Methodist Church, Albert Street.

Those present:

Chair: Cllr A Haslett

Vice-Chair: Cllr P Foyster

Councillors: Cllr S Hutchinson, Cllr I Hutchinson, Cllr S Richardson, Cllr T Wiltshire

Open meeting opened at:

18:30 by The Chair: Cllr A Haslett.

25/6-125 Apologies

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

25/6-126 Declarations of interest

To receive Declarations of Interest under the Localism Act 2011 - None received.

25/6-127 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.

A request from the Citizens Advice Bureau, operating at Boxes of Hope, for financial support. They have asked for £2,700 to cover the final quarter's costs, or any contribution the Council is able to provide.

Feedback was received from a member of the public regarding the volume of music at the Christmas Fair, saying it was very loud. He also said that he would not be pursuing a previous matter.

25/6-128 Reports from Elected Members

To receive reports of the elected members of Lincolnshire County Council and South Holland District Council- None received.

25/6-129 Minutes

To approve as a correct record the notes of the meetings of the Council held on 10th November 2025.

It was proposed, seconded and

Resolved: That the official minutes of the meetings of the Full Council held on 10th November 2025 be approved as a correct record and signed by the chair.

25/6-130 Clerk

1. To receive a report from the Clerk- No report.
2. To receive an update on vacancies- 12 vacancies available. 10 for co-option and 2 under notice.
3. To **resolve to agree** the co-options as submitted.

Resolved: To defer until next meeting.

25/6-131 Finance & Admin Committee

1. To note the bank balances as at 30th November 2025.
Account ending 4844 £3638.00
Account ending 5394 £101997.44
Account CCLA, no statement available.
2. To **resolve to agree** the payments for November 2025 and to note the income for November 2025.

Resolved: Adding £768.34 for the insurance renewal of the Kubota's. Other options may be considered.

3. To **resolve to agree** and consider options for the management and funding CCTV in High Street and Carter's Park.

It is reported that South Holland District Council, who manage the CCTV provision, have requested a financial contribution.

It was proposed that, with effect from April 2026, Holbeach Parish Council should assume responsibility for the ongoing costs. It was further noted that Crowland Parish Council has yet to confirm its position.

- Annual cost: £14,097.72
- Members discussed the implications for the budget and noted the importance of maintaining CCTV coverage for community safety.

Resolved: The Council resolved to offer a contribution in principle, subject to Negotiation, with a final figure to be agreed at the January meeting.

4. To **resolve to agree** draft budgets for 2026/27.

It was reported that the Council's budget has been reorganised, with allocations earmarked for specific committees.

- Members noted the need to review spending per committee to ensure alignment with priorities and available funds. To set out clear milestones and put together a list of projects with timescales and costs. It was agreed that a draft budget breakdown will be prepared for consideration.
- Increased spending made in vehicles and machinery.
- The HR budget to be reviewed.

Resolved: Agreed to the draft budget.

5. To resolve to agree funding as requested by Citizens Advice South Lincolnshire. Grant order policy should be complied with.

Resolved: To gain more information first and consider at a later date.

25/6-132 Open Spaces Committee

1. To review and **resolve to agree** the Park Team Reports and any actions required. It was reported that a quote has been received for the annual playground inspection.

- Cost: £386.00
- Members noted that the date for inspections across all areas is still to be confirmed.

- Repair costs for the changing toilet will be confirmed soon.
- A matter relating to a member of staff to be taken into closed session.
- Fuel cards to be obtained for each member of staff.

Resolved: Playground inspection dates to be confirmed. Fuel cards to be obtained for each member of staff.

2. To discuss and resolve to agree replacement fence around Holbeach football Club.

It has been reported that the fence at the front is in a poor state of repair.

- Permission has been requested to replace the fence.
- Members discussed the need to explore funding opportunities, including potential grants.
- It was noted that planning permission requirements must also be clarified before works can proceed.

Resolved: Deferred until the next full council meeting.

25/6-133 PPES Committee

1. To **resolve to agree** quotations received from planning relating to the Park Bungalow-

It was **resolved** to take this item into closed session due to commercially sensitive quotation and cost information (Schedule 12A, para 3).

2. To resolve to agree lease for Top Floor at Coubro Chambers

It was **resolved** to take this item closed session due to commercially sensitive lease and financial terms

25/6-134 Events & PR Committee

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

The Chair of the Events and PR Committee provided feedback on the recent Christmas Fair.

- Members noted the importance of reviewing the event in detail to identify successes and areas for improvement.
- It was agreed that a post-mortem discussion of the Christmas Fair will be added to the agenda for the next Full Council meeting.
- The discussion will also consider future events planning to build on lessons learned.

25/6-135 Policies

1. To **resolve to agree** to amend all social media policies to allow any employee access.

Resolved: All factual updates and acknowledgements from the Council to be made by Office Staff and the Park Supervisor.

25/6-136 HR, H & S and Data Protection Committee

1. To **resolve to agree** to review and approve the draft job description and advertisement for the Acting Clerk Position.
Two offers have been received from LALC. This item be moved to closed session due to personal information to be discussed, **confidential staffing and pay matters (Schedule 12A, paras 1, 2 & 4)**, to ensure confidentiality. Members noted that amendments to the job description are required.

25/6-137 Meeting

1. To **resolve to agree** the schedule of Full Council and Committee meeting dates for the 2026/27 municipal year.
Resolved: The 2nd Monday of every month at 18:30 from May 2026 to April 2027.
Venue to be decided.
2. To **resolve to agree** revised meeting dates and schedule for the remainder of the 2025/26 municipal year.
Resolved: All Committees when functioning to meet bi-monthly during the interim period, with extraordinary meetings to proceed if needed.
3. To note next meeting of the Council will be on Monday 12th January 2026 at Methodist hall, Albert Street, Holbeach at 18:30.

14. 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.

Publicity would be prejudicial to the public interest for reasons including the consideration of sensitive staffing matters, legal advice, and personal information, as defined under schedule 12A of the Local Government Act 1972.

25/6-133 PPES Committee

1. To **resolve to agree** quotations received from planning relating to the Park Bungalow – Members reviewed a full quotation from G R Merchant Ltd (Architectural & Planning Consultants) including preparation of plans, supporting documentation, and associated reports. The quotation comprised:
 - Planning documentation, Design & Access Statement: £900 + VAT
 - Flood Risk Assessment: £600 + VAT
 - Planning application fee (paid to SHDC): £1,176 (no VAT)
 - Biodiversity Net Gain Report: £1,200 + VAT
 - Building Regulations drawings and documentation: £500 + VAT
 - Building Control plan check and inspections: approx. £600 + VAT (payable to SHDC)

It was further noted that additional structural engineering costs may apply if required.

Resolved: The quotation from G R Merchant Ltd was accepted and works approved.

2. To resolve to agree lease for Top Floor at Coubro Chambers –
It was **resolved** to agree a lease of the Top Floor at Coubro Chambers for a term **of three (3) years**, with a rent review and tenant break clause after the first year, at a rental value of **£5,400 per annum**.

25/6-138 - HR, H & S and Data Protection Committee

1. To **resolve to agree** to review and approve the draft job description and advertisement for the Acting Clerk Position.

In closed session it was **resolved** to advertise the following roles to ensure continuity of service and provide flexibility during the absence of the current Clerk/RFO:

- Acting Clerk/RFO (combined role), 37 hours per week, pay grade LC3 (SCP 33–36), £44,075 – £48,226 per annum (below substantive range), with option for hybrid working
- Acting Clerk, 37 hours per week, pay grade LC2 (SCP 29–32), £39,862 – £42,839 per annum (above substantive benchmark range), with option for hybrid working
- Acting RFO, 22 hours per week, pay grade LC2 (SCP 29–32), £39,862 – £42,839 per annum (above substantive benchmark range), with option for hybrid working

This approach was agreed to ensure all options were considered and to maximise the ability to cover the absence by offering both combined and split roles. Job advertisements to be prepared on this basis.

25/6- 138 HR, H & S and Data protection Committee

1. To receive a report from the Chair of the Committee. - A confidential report was received and noted.
2. To **resolve to agree** permanent contract for the third groundskeeper.

Resolved: A permanent contract was approved for the third Groundskeeper, 40 hours per week, on pay grade LC1 (SCP 7–12) in line with the NJC Green Book terms and conditions. (Details limited to protect confidential employment matters.)