

2026/7 01 Meeting 11th May 2026 supporting documents

07 May 2026

11:30

26/7-001 To Elect a Chair of the Council

This election of the Chair of the Council is up until next May.

The role of the Chair is to work closely with the Vice-Chair and the Clerk. The Chair and the Clerk should have a good working relationship. The Chair should keep themselves up to date with procedures and protocols.

The Role

The Chair is the figurehead of the Council and is elected each year at the Annual Meeting of the Parish Council by its members. The Chair must sign a Declaration of Acceptance of Office. The Chair can remain in his/her position until the next Annual Meeting of the Parish Council, when he/she can stand for re-election. There is no limit to the number of times a Chair can remain in post as long as there is an annual election for the role. The role of Chair is set in legislation (Local Government Act 1972 s15 (1)).

The Chair has a casting vote should there be equal votes. Agenda's are the Clerk's however it is good practice for the Chair to set the agenda with the Clerk and Vice-Chair. The Chair is responsible for signing the minutes of meetings. The Chair is responsible for calling the Annual Parish Meeting. The Chair should ensure that the Standing Orders, as adopted by the Council are adhered to.

The Chair is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chair summarizes the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.

A Chair should:

***Plan the meeting** with the clerk. The Chair cannot decide which items should appear on the agenda for meetings. The Clerk is responsible for the agenda, apart from Extraordinary Meetings. Normal practice would be for the Clerk to consult with the Chair when drawing up the agenda to ensure that appropriate and necessary items are added.*

***Brief themselves and prepare fully** – study all relevant information and anticipate the needs and interests of the members. The Chair can then answer questions or deal with requests for information.*

***Be punctual** – the Chair should set a good example by arriving early to check the arrangements and welcome members, the public and any visiting speakers*

***Understand** - the Councils Standing Orders, Code of Conduct and policies*

***Respect** and understand the role of the clerk/RFO and other officers, and ensure that employment issues (e.g. performance, disciplinary matters) are only raised in Council meetings when appropriate (in closed session if an agenda item) and in line with Council policy and employment law.*

26/7-002 To Elect a Vice-Chair of the Council

Holbeach Parish Council has a Vice-Chair. Our Standing Orders dictate that in the absence of the Chair, that the Vice-Chair assumes the responsibility of the Chair of the Council.

The VC should work closely with the Chair and the Clerk and this should be a good working relationship. They should keep themselves up to date with procedures and protocols.

26/7-003 Apologies

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

26/7-004 Declarations of Interest

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or nonpecuniary interests in Agenda items.

26/7-005 Public Forum

The Chair will invite members of the public to present their questions, statement 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.

26/7-006 Reports from Elected Members

1. To receive reports from elected members of South Holland District Council and Lincolnshire County Council

26/7-007 Minutes

To resolve to approve as a correct record the notes of the meetings of the Council and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1779/draft-mins-08-12-25>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1780/draft-mins-19-01-26>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1781/draft-mins-26-01-26>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1806/2025-6-draftnotes->

2nd-april-2026-1

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1807/2025-6-draft-notesmeeting->

2nd-april-2026-2

26/7-008 Clerk

1. To receive a report from the Clerk

It is good to be back and a huge thank you to Ed for his hard work. I have completed the payments list as best as possible due to the backlog.

2. To receive an update on vacancies

Vacancies

Town Ward = 6

Hurn Ward = 3

Drove Ward = 1

3. To resolve to agree to co-options as submitted

None received

26/7-009 Terms of Reference

Suggest to defer this item until the committees have met and discussed them.

1. To resolve to agree the updated TOR for Finance & Admin Committee

2. To resolve to agree the updated TOR for the Open Spaces Committee

3. To resolve to agree the updated TOR for the PPES Committee

4. To resolve to agree the updated TOR for the Events & PR Committee

5. To resolve to agree the updated TOR for the HR, H & S and Data Protection Committee

26/7-010 Finance & Admin Committee

1. To elect members to the Committee

2. For the members of the Committee to elect a Chair of the Committee

3. To note the bank balances as at 30th April 2026

a/c ending 4844 = £3,088.80

a/c ending 5394 = £465,035.91

a/c ending -001 = £300,276.54

4. To resolve to agree to authorise the payments for May 2026 and to note the income for April 2026

The RFO has not had sufficient time to produce the income figures for April.
 These will be supplied next month along with the full expenditure for April.

Holbeach Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
2126	bcard26051 2	£2.00	4455/200	31/03/26	Boyes - 2 x measuring jugs	
		<u>£2.00</u>			Boyes - Total	
2124	bcard26051 2	£144.48	4215/250	25/03/26	Greenzone -	
		<u>£144.48</u>			Greenzone - Total	
2116	260512 SLCC	£379.00	4110	01/02/26	SLCC - Annual membership	MEM257321-1
		<u>£379.00</u>			SLCC - Total	
2119	bcard26051 2	£175.00	4452	30/03/26	South Holland District Council - Planning fees	
2120	bcard26051 2	£413.00	4452	30/03/26	South Holland District Council - Planning fees	
		<u>£588.00</u>			South Holland District Council - Total	
2125	bcard26051 2	£88.20	4455/306	26/03/26	Troops - Handle & lock assembly	
		<u>£88.20</u>			Troops - Total	
2121	bcard26051 2	£36.50	4460	20/03/26	West End Garage - Fuel	200326
2122	bcard26051 2	£37.00	4460	26/03/26	West End Garage - Fuel	
2123	bcard26051 2	£40.00	4460	23/03/26	West End Garage - Fuel	
		<u>£113.50</u>			West End Garage - Total	
Total		<u>£1,315.18</u>				

Plus

Future Expenditure

Start of year 01/04/25

Invoice no	Invoice date	Gross	Vat	Net	Details
DTS					
14	30/04/26	£692.00	£0.00	£692.00	Locking up
	Total	£692.00	£0.00	£692.00	
F1 Group					
184502	01/04/26	£135.30	£22.55	£112.75	IT support
	Total	£135.30	£22.55	£112.75	
HMRC					
	23/04/26	£2,587.96	£0.00	£2,587.96	Tax & NI
	Total	£2,587.96	£0.00	£2,587.96	
Irelands Farm Machinery Limited					
	08/04/26	£10.21	£1.70	£8.51	Electrical contact
239164	13/04/26	£76.72	£12.79	£63.93	Seat-belt kit
	Total	£86.93	£14.49	£72.44	
Microsoft					
E0800Z5DC	03/04/26	£34.56	£5.76	£28.80	Email admin
E0800Z5DE	03/04/26	£82.80	£13.80	£69.00	Email Cllrs
	Total	£117.36	£19.56	£97.80	
Motia					
901162375	26/04/26	£97.39	£16.23	£81.16	Fuel card
	Total	£97.39	£16.23	£81.16	
Platinum Cleaning					
760	30/04/26	£214.78	£0.00	£214.78	Cleaning Coubro
	Total	£214.78	£0.00	£214.78	
Smarty Mobile					
170426	17/04/26	£9.00	£0.00	£9.00	
	Total	£9.00	£0.00	£9.00	
South Holland District Council					
	01/04/26	£596.70	£0.00	£596.70	Hallgate
02064	01/04/26	£828.75	£0.00	£828.75	Coubro
89949	01/04/26	£41.99	£0.00	£41.99	Small safe
993x	01/04/26	£209.95	£0.00	£209.95	Large safe
	Total	£1,677.39	£0.00	£1,677.39	

South Holland Inland Drainage Board

01/04/26	£985.26	£0.00	£985.26	Drainage
Total	£985.26	£0.00	£985.26	

Staff

23/05/26	£9,173.37	£0.00	£9,173.37	Salaries May 26
Total	£9,173.37	£0.00	£9,173.37	

Will The Tree Man

24042026	24/04/26	£800.00	£0.00	£800.00	Silver Birch CP
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08/05/26 02:57 PM Vs: 9.15.

Holbeach Parish Council

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Future Expenditure

Start of year 01/04/25

Invoice no	Invoice date	Gross	Vat	Net	Details
	Total	£800.00	£0.00	£800.00	

Total £16,002.51

5. To note the expenditure for April 2026 [See 4 above](#)
6. To resolve to agree to update the Barclays Bank and CCLA mandates
7. To resolve to agree who holds a Barclaycard and to the spending limits, permitted uses and controls applicable in accordance with the Financial Regulations
8. To resolve to agree to appoint LALC as internal auditors.

This is a legal requirement

26/7-011 Open Spaces Committee

1. To receive a report from the Grounds supervisor.

[Park Team Updates](#)

[General Information](#)

Nothing to report

[Carter's Park](#)

Maple tree near the play area has now been removed.

Cutting taking place.

[Netherfield](#)

Cutting taking place.

Hallgate Cemetery

Cutting taking place

Road way potholes have been filled.

Park Road Cemetery

Cutting taking place.

Holbeach Hurn

Cutting taking place

Holbeach Bank

Cutting taking place

Holbeach St Johns

Cutting taking place

Holbeach St Marks

Cutting taking place

All Saints Churchyard

Cutting taking place

Fishpond Lane Nature Reserve

Nothing to report

Allotment

Work at Northons Lane is complete. (NG & DB).

Actions Required – Park Team Sites

Carter's Park

- Spraying. To be completed when staffing allows.

Netherfield

- Nothing to report

Hallgate Cemetery

- Awaiting tree work to be carried out by National grid.

Park Road Cemetery

- Cut back Park Road and Edinburgh Walk hedges. **To be completed**
- Require a chipper to remove waste that has been left. **To be completed**

Holbeach Hurn

- No actions required

Holbeach Bank

- Awaiting tree work to be carried out by National grid.

Holbeach St Johns

- No actions required

Holbeach St Marks

- No actions required

All Saints Churchyard

- No actions required

Fishpond Lane Nature Reserve

- Awaiting conformation as to when the new fencing will be installed.

Allotments

- Pathways require Strimming

Additional Operational Needs (AON)

- No action required

2. To elect members to the Open Spaces Committee
3. For the members of the Committee to elect a Chair of the Committee
4. To resolve to agree the fees for exhumations

This as previously £100. It requires some paperwork and the attendance of the Clerk.

5. To resolve to agree to purchase a mulching mower as recommended by the Grounds supervisor

Sponsored products :



Cobra MM48SPH
Self-propelled
Petrol Mulching
Lawnmower

£439.99

Mowers Online



Cobra MM48SPH
Mulching
Lawnmower
Honda Powered

£429.00

CheapMowers....



COBRA
MM48SPH 19"
Mulching
Lawnmower -...

£425.00

DTW Tools & M...

6. To consider and resolve to approve the use of Carter's Park by Ryan Gilmartin for a photography exhibition on Saturday 13 June 2026, with set-up from 4:00pm and the event ending at 7:30pm, subject to any conditions deemed appropriate by the Council.
7. To resolve to agree the payment plan suggested by Holbeach United Football Club to pay by instalments
8. To receive a update on the new tractor shed and to discuss potential next steps, including consideration of available options and the information required to inform any future decision

26/7-012 PPES Committee

1. To elect members to the PPES Committee
2. For the members of the Committee to elect a Chair of the Committee
3. To consider and authorise electrical works required under the EICR report for the Cemetery Chapels by C A Brown

Chapel:

Remove and replace existing Distribution with new, allowance for a larger capacity distribution to allow for expansion in the future, remove existing wiring and replace with white FP200 type cabling clipped direct as replacement to existing, supply and fit 2 x weather proof double sockets, Install new lighting circuit with IP rated switching. Retest and certify:

£1794.50

No allowance has been made to upgraded existing lighting; it is assumed existing to be reused. If new lighting required a PC sum of £60 plus labour per light fitting as a guide.

26/7-013

1. To elect members to the HR, H & S and Data Protection Committee
2. For the members of the Committee to elect a Chair of the Committee
HR, H & S and Data Protection Committee

26/7-015 Election to outside bodies

To elect members to outside bodies:

1. Holbeach Farmer Education Foundation (2)
2. Holbeach United Charities (2)
3. South Holland Voluntary Car Service (1)

26/7-014 Events & PR Committee

1. To resolve to agree to elect members to the Events & PR Committee
2. For the members of the Committee to elect a Chair of the Committee

26/7-016 Policies

1. To resolve to agree to defer all policy reviews to the next meeting to allow the Clerk time to review.

26/7-017 Meeting

1. To resolve to agree the meeting dates for the 2026/27 Council year and the Venues

Dates and times of meetings for the 2026/27 Council year

<i>Date</i>	<i>Venue</i>
<i>Monday 8th June 2026 @ 18:30</i>	<i>Holbeach Hurn Village Hall</i>
<i>Monday 13th July 2026 @ 18:30</i>	<i>Holbeach Hurn Village Hall</i>
<i>Monday 10th August 2026 @ 18:30</i>	<i>Holbeach St Johns Village Hall</i>
<i>Monday 14th September 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 12th October 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 9th November 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 14th December 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 11th January 2027 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 8th February 2027 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 8th March 2027 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 12th April 2027 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 17th May 2027 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>

26/7-018 Closed Session

To resolve to agree, in line with the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from the following agenda item(s) 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.