

Minutes of the meeting of Holbeach Parish Council on Monday 11th May 2026 at 18:30 at Methodist Church, Albert Street.

Those present :

Chair : Cllr A Haslett

Vice-Chair : Cllr P Foyster

Councillors : Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr E McNally, Mr S Richardson, Cllr T Wiltshire

Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

Open meeting opened at:

Chair Cllr Adrian Haslett opened the meeting at 18:30 and instated Standing Orders

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

It was proposed seconded and **agreed** that Cllr Adrian Haslett be Chair for the next year.

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

It was proposed, seconded and **agreed** that Cllr Paul Foyster be Vice-Chair for this year

26/7-003 Apologies

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

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. - Cllr S Richardson declared a non-pecuniary interest in agenda item 26/-019 (1)

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.

Several members welcomed back the Clerk: A member would like to buy and memorial tree for his family to be planted in Hall Gate Cemetery, Clerk to liaise with Cllr I Hutchinson.

A member of the public thanked Cllr A Haslett for his help and stated how sad it was about the former Deputy Clerk and to point out that she left due to finding another position. He enquired about CCTV and Cllr A Haslett commented that it was "in hand". He queried the Parish Meeting date, the Clerk will look into. There was a query regarding the unsigned Events & PR Committee minutes of 03-06-25 A member of the public has seen the recent planning application for the tractor shed, would it not be a good idea to put toilets on the end? Is the takeaway legal down Boston Road, Tiger Roll is sponsoring HUFC - Clerk look into

26/7-006 Reports from Elected Members

1. To receive reports from elected members of South Holland District Council and Lincolnshire County Council - No reports. SHDC has it's annual meeting this week.

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. **RESOLVED** to defer approval of the minutes of 8 December 2025, 19 January 2026 and 26 January 2026 to the next meeting to allow amendments to be made.

RESOLVED to approve the minutes of the meetings held on 2 April 2026 (Part 1 and Part 2) as a correct record.

<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-draft-notes-2nd-april-2026-1>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1807/2025-6-draft-notes-meeting-2nd-april-2026-2>

26/7-008 Clerk

1. To receive a report from the Clerk - see appendix
2. To receive an update on vacancies - see appendix
3. To resolve to agree to co-options as submitted - None submitted

26/7-009 Terms of Reference

It was proposed, seconded and **agreed** to keep the current TOR's until Committees have had time to review.

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 - It was proposed, seconded and **agreed** not to have a Finance & Admin Committee at this moment but bring back to Council. (Votes for Cllrs: A Haslett; P Foyster; E McNally; T Wiltshire; S Hutchinson: I Hutchinson; S Richardson) Against; Cllr P Howden)
2. For the members of the Committee to elect a Chair of the Committee - Not required
3. To note the bank balances as at 30th April 2026 -
4. To resolve to agree to authorise the payments for May 2026 and to note the income for April 2026 - Total of **£16,002.51** Members considered the payments list and it was noted that a number of contractual payments were missing.
5. Members were advised that the Clerk had only recently returned to work and hadn't yet had time to fully review and pull everything together.
6. As such, the payments list wasn't approved at this meeting.
7. **RESOLVED** that the Clerk use delegated powers, in line with Financial Regulations, to make any contractual or time-sensitive payments (including anything needed to avoid late fees), with anything additional brought back to the next meeting.
8. To note the expenditure for April 2026 - see appendix
9. It was **resolved** to agree thee to update the Barclays Bank and CCLA mandates as follows: Remove former staff and Cllrs. All permanent office staff on Barclays mandate plus Cllr P Howden
10. It was **resolved** to agree who holds a Barclaycard and to the spending limits, permitted uses and controls applicable in accordance with the Financial Regulations - all permanent office staff once passed probation period but speak to each person first.
11. It was **resolved** to agree to appoint LALC as internal auditors.

26/7-011 Open Spaces Committee

1. To receive a report from the Grounds supervisor. - see appendix
2. To elect members to the Open Spaces Committee It was proposed, seconded and **agreed** that Cllrs: I Hutchinson; P Foyster; S Richardson and A Haslett be elected to the Committee. At 19:45 during agernda item 26/7-013 (1) Cllr I Hutchinson resigned from the Committee
3. For the members of the Committee to elect a Chair of the Committee - It was proposed, seconded and **agreed** that Cllr I Hutchinson would be Chair. At 19:45 during agenda item 26/7-013 (1) due to Cllr I Hutchinson resigning from the Committee, it was proposed, seconded and **agreed** that Cllr P Foyster be elected Chair of the Committee.
4. It was **resolved** to agree the fees for exhumations, it would be £100 for cremated remains and the Committee would look at Full Burial Exhumation costs at a later date.
5. It was **resolved** to agree to purchase a mulching mower as recommended by the Grounds supervisor from The Mower Centre at Pinchbeck for £439.99
6. It was considered and **resolved** 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. It was **resolved** to agree the payment plan suggested by Holbeach United Football Club to pay by instalments of £500 to be invoiced and noted that it must be paid on time.

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 - Get information for both options and come back to Council next month.

26/7-012 PPES Committee

1. To elect members to the PPES Committee - It was proposed seconded and **agreed** that members would be Cllrs: P Howden; T Wiltshire & E McNally.
2. For the members of the Committee to elect a Chair of the Committee - It was proposed, seconded and **agreed** that Cllr E McNally be Chair of the Committee
3. To consider and authorise electrical works required under the EICR report for the Cemetery Chapels by **C A Brown** - It was proposed, seconded and **agreed** to instruct C A Browne at a cost of £1,794.50. (No other quotes were obtained due to another company that were contacted not wishing to quote as they had not carried out the EICR report).

26/7-013 HR, H & S and Data Protection Committee

1. To elect members to the HR, H & S and Data Protection Committee It was proposed, seconded and **agreed** that Cllrs: P Howden; P Foyster & A Haslett be members of the Committee. It was proposed and seconded that Cllr S Hutchinson be a member of the Committee, the vote was equal and the Chair Cllr A Haslett had the casting vote and after deliberation, voted against.
2. For the members of the Committee to elect a Chair of the Committee - It was proposed, seconded and **agreed** that Cllr P Howden be Chair of the Committee.

26/7-015 Election to outside bodies

To elect members to outside bodies:

1. Holbeach Farmer Education Foundation (2) As per last year as agreed in June 25 - Cllrs: I Hutchinson and S Hutchinson
2. Holbeach United Charities (2) Cllr I Hutchinson as per last year. It was proposed, seconded and **agreed** that Cllr T Wiltshire would be elected. (votes for: Cllrs: A Haslett; P Foyster; E McNally; S Richardson & P Howden - votes against Cllr I Hutchinson - abstained Cllr S Hutchinson)
3. South Holland Voluntary Car Service (1) None

26/7-014 Events & PR Committee

1. It was **resolved** to agree to elect members to the Events & PR Committee as Cllrs: T Wiltshire; A Haslett and P Howden
2. For the members of the Committee to elect a Chair of the Committee. It was proposed, seconded and **agreed** that Cllr T Wiltshire be Chair of the Committee

26/7-016 Policies

1. It was **resolved** to agree to defer all policy reviews to the next meeting to allow the Clerk time to review.

26/7-017 Meeting

1. It was **resolved** to agree the meeting dates for the 2026/27 Council year and the venues would be confirmed at the next meeting.- see appendix

26/7-018 Closed Session

It was resolved 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**.

Open meeting closed at:

20:01

Closed meeting opened at:

20:08

19 Open Spaces Committee

1. To consider a reported issue relating to a grave, including the reimbursement of fees paid in advance, and to resolve any appropriate action. It was proposed, seconded and **agreed** that the Clerk will look into and pay within delegated powers.

26/7-019 HR, H & S and Data Protection Committee

1. it was considered and **resolved** to agree the positions of: a Deputy Clerk, subject to the usual checks and references. This will be a 6-month temporary contract with a 3-month review.

2. Salary agreed at LC2 (SCP 18–23), starting at SCP 18.

3. It was also agreed the role will include supporting RFO duties, so the job description will be updated to reflect that.

Grounds keeper - Candidate chosen and pay scale agreed. Six months probation.

2 It was considered and **resolved** to agree to approve flexible working hours and work from home option for the Clerk and all office staff. Flexible working hours to be between 07:00 & 19:00, at least two days a week in the office (pro rata for part-time staff), time sheets must be kept and presented to the HR Committee. At least one member of admin staff must be in the office at all time and the Clerk should have one regular day a week in Coubro.

3.To receive an update from Cllr A Haslett on a long term absence and return to work. The Clerk is back at work and has had a health assessment meeting.

Closed meeting closed at:

20:47

Chair signature

Date

Appendices

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. Cllr I Hutchinson added all staff and Councillors.

2. To receive an update on vacancies

Vacancies

Town Ward =6

Hurn Ward = 3

Drove Ward

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

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

Date

Monday 8th June 2026 @ 18:30
Monday 13th July 2026 @ 18:30
Monday 10th August 2026 @ 18:30
Monday 14th September 2026 @ 18:30

Monday 12th October 2026 @ 18:30
Monday 9th November 2026 @ 18:30
Monday 14th December 2026 @ 18:30
Monday 11th January 2027 @ 18:30
Monday 8th February 2027 @ 18:30
Monday 8th March 2027 @ 18:30
Monday 12th April 2027 @ 18:30
Monday 17th May 2027 @ 18:30

Council 11/05/26 Chair's initials.....