

2026/7 02 Meeting 08-06-26 supporting documents

31 May 2026 15:03

26/7-020 Apologies

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

26/7-021 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 respect of pecuniary and non pecuniary interest in Agenda items.

26/7-022 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.

26/7-023 Reports from Elected Members

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

26/7-024 Minutes

To resolve to approve as a correct record the notes of the meetings of:

8th December 2025

19th January 2026

26th January 2026

11th May 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1811/26-7-01-draft-notes-11th-may-2026>

and to authorise the Chair to sign the official Minutes.

26/7-025 Clerk

1. To receive a report from the Clerk

Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *8th June 2026*

Subject: *Clerk's report*

I am currently ploughing my way through the accounts for the 25/26

financial year. I am in touch with our internal auditor and our external auditor have given me until 30th June to present to Council and submit to them, I am trying my best however, this may not be possible.

I used my delegated powers along with the Open Spaces committee to give the go ahead to trace a water leak in Carters Park, the authorisation is up to £4,000. At the time of writing this, 09:20 on 08-05-26, the job is going well.

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

26/7-026 Finance & Admin Committee

1. To resolve to agree to form a new Finance & Admin Committee

2. To elect members to the committee

3. For the members of the committee to elect a Chair of the Committee

4. To note the bank balances as at 31st May 2026

*A/c ending **4844 = £2,015.06*

*A/c ending **5394 = £298,412.30*

*A/c ending **-001 = £451,281.27*

5. To resolve to agree the payments for May 2026

Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
260609motia	£54.56	4460	19/04/26	Motia - fuel	£347.28
bcard260609	£362.50	4455/306	23/04/26	DVLA - Riad tax Truck	£362.50
bcard260609	£8.97	4690	30/04/26	Boyes - Sundries	£8.97
260609motia	£87.22	4461	30/04/26	Motia - Fuel	£347.28
bcard260609	£34.56	4100	03/05/26	Microsoft - 365 admin	£117.36
bcard260609	£82.80	4100	03/05/26	Microsoft - 365 Cllrs	£117.36
bcard260609	£17.97	4085	06/05/26	Amazon - Printer cable	£17.97
260609edg	£105.60	4515	06/05/26	EdgeIT - Accounts training	£105.60
260609f1	£204.00	4085	07/05/26	F1 Group - New domain	£204.00
260609m&b	£1,080.00	44351/400	07/05/26	Mossop & Bowser - Renewal of lease 4 High St	£1,080.00
260609motia	£65.83	4460	10/05/26	Motia - Fuel	£347.28
260609ton	£6.00	44551/420	10/05/26	Tonwood - Key cutting	£6.00
bcard260609	£439.99	4220	13/05/26	Birchgrove Garden Centre - Cobra MM4BSPH Mulching Mower	£439.99
bcard260609	£30.00	44551/400	14/05/26	B & Q - Mould spray	£30.00
260609ever	£462.00	4435/351	14/05/26	Everwell - Health assessment	£462.00
bcard260609	£50.00	44551/400	16/05/26	B & Q - Mould spray PB	£50.00
260609cha	£92.15	4205/360	18/05/26	Chandlers - Boots	£184.30
260609meth	£30.00	4075	23/05/26	Methodist Church - Hall hire 27-05-26	£30.00

260609motia	£154.07	24/05/26	Motia - Fuel May 26	£154.07
	£46.22 4461		Fuel May 26	
	£107.85 4460		Fuel May 26	
	£126.95 4455/200	27/05/26	Tonwood - Watering cans PR	

Signature _____

Signature _____

Date _____

05/06/26 03:31 PM Vs: 9.15.03

Holbeach Parish Council

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Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
260609plat	£257.74	4685	30/05/26	Platinum Cleaning - Cleaning May 26	£257.74
260609cha	£92.15	4205/360	31/05/26	Chandlers - Work boots	£184.30
260609dts	£722.00		31/05/26	DTS - Locking up May 26	£722.00
	£40.00	4405/255		Locking up May 26	
	£341.00	4405/250		Locking up May 26	
	£341.00	4406		Locking up May 26	
260609motia	£139.67	4460	31/05/26	Motia - Fuel	£347.28
Sub Total	£4,706.73				
	£18,667.21			Confidential	
Total	£23,373.94				

Plus £1,250 to Bowls Club re grant as per minute ref: 25/6-053 (8)

6. To resolve to agree grant form received. *None received*

7. To resolve to agree the new mileage rates as per HM Government
Approved mileage rates from tax year 2026 to 2027

Vehicle type	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
<i>Cars and vans</i>	<i>55p</i>	<i>25p</i>
<i>Motor cycles</i>	<i>24p</i>	<i>24p</i>
<i>Bicycles</i>	<i>20p</i>	<i>20p</i>

8. To resolve to agree the way forward with the mobile phone SIM contracts

Please see below a list of numbers that we manage for you on O2. Please let me know what numbers are in use, and we can lower them to £8.75 per line. I will advise on the end dates of the

numbers that are not in use and how to cancel them.



07955275184
07955275188
07955275189
07955275191
07955275193
07955275194
07955275195
07955275198
07955275201
07955275203
07955275204
07955279845
07955287492
07736221700

I look forward to speaking to you on the 10th.

26/7-027 Open Spaces Committee

1. To receive a report from the Chair of the Committee.
2. To discuss and resolve to agree the way forward with the Tractor shed
Option (a) to construct a new tractor shed on the site of Park Bungalow
Option (b) Erect a "like for like" wooden construction on the existing site and apply for planning consent

Supply and installation of a pair of garage doors. (Priced individually for each end of the building) Framed, Ledge and brace. Supplied base stained, ready for further decoration by others. New ironmongery.

Per pair in softwood - £2656

Per pair in hardwood - £3061.55

£0.00

Option of stud wall and personal door to rear of building, instead of double doors. Clad with galv sheets (supplied by the customer)

£1,742.80

4no replacement gate posts for garage door to hang on £380.00

Replacement posts to shed.

Replaced at a price of £180 per post on a day rate.

Day rate of £450 a day.

Replacement of all posts expected to take 4 days.

OR

Quote for
Tractor shed
Holbeach Park

21/7/2025

Sent from [Outlook for Android](#)

To remove all corrugated sheets from tractor shed in holbeach park.

Replace any rotten timbers.

Replace with new corrugated galvanised sheets and ridge.

Secured by appropriate fittings.

Total cost.£12,800

As above but increasing pitch of lower roof to raise roof height inside.

Total cost. £14,300

OR

Item	Description	Unit Price	Quantity	Amount
	Building Heavy duty timber framed building 14m x 7m 2.4m to the soffit 3.8 to the ridge With a set of double doors approximately 3.2mm opening (1.6m each door) One metal reinforced personnel door to the side Built from 4x2 CLS framework 20mm Scandinavian redwood cladding 18mm plywood roof with torch on felt (one layer)	22500.00	0.00	0.00
	Option 1... building plus 9mm OSB waxed board and TF200 thermal breathable home wrap, with 25mm breathable space, clad with 25x50mm batons and finished in 20mm Scandinavian redwood cladding	5300.00	0.00	0.00
	Option 2... building plus 50mm corrugated galvanised tin sheeting	6600.00	0.00	0.00
	Option 3... building plus Boarded wrapped and galvanised tin sheeting	12400.00	0.00	0.00
	To dismantle and remove old building	1850.00	0.00	0.00
	+ VAT 20%			
NOTES: All prices subject to 20% VAT added 20% deposit on ordering Remaining balance on completion				

Option (c) Construction of a small metal shed

FAO: Dan Taylor

Replacement tractor building.

Approx. 6.9m x 13.2m

Corrugated steel roof on trusses

Black Suffolk cladding exterior boarding.

Internal insulated office area of approx. 3.6 x 3.2m with metal external personnel door.

Clear corrugated roof light above office

Double entrance doors off approx. 3.2m wide

Assembly to existing base.

Takedown and removal of the old building.

Total cost: £24583.33 (29500 including)

3. To resolve to agree for a van to park in Carters Park on 13th June from 17:30 to 20:00 for a photo exhibition on the youth of Lincolnshire

4. To resolve to agree the way forward with a request for an ice cream van to use Carters Park in the summer from 11:00 to 19:00 each day weather permitting
5. To resolve to agree to create QR codes for the parks and cemeteries to enable speedy reporting of issues.

26/7-028 PPES Committee

1. To agree to disband the PPES Committee
2. To elect members to the Committee
3. For the members to elect a Chair of the Committee
4. To discuss and resolve to agree the way forward with the High Street Properties.
5. To resolve to agree the response to the following planning applications not responded to by the PPES committee

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0411-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0325-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0439-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0443-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0443-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1285-25>

26/7-029 Events & PR Committee

1. To resolve to agree to disband the Events & PR Committee
2. To discuss and resolve to agree to hold a Party in the Park (Carters Park), the date and format of the event. Names of volunteers
3. To discuss and resolve to agree a Netherfields Family Fun Day, the date and format of the event and names of volunteers.
4. To discuss and resolve to agree a Village Fun Day, the date, location, format of event and volunteers
5. To discuss and resolve to agree a Halloween event, the location, date, format and volunteers.
6. To discuss and resolve to agree to apply for the road closure for Remembrance and to instruct St John's Ambulance.
7. To discuss and resolve to agree the Christmas Fayre, the date, venue, format and volunteers

26/7-030 Community Engagement

1. To discuss and resolve to agree for a Youth Council
Be open to young people aged approximately 11–18;

Meet monthly or bi-monthly;

Operate in an advisory capacity to the Parish Council;

Be supported by nominated councillors and appropriate safeguarding arrangements;

Develop its own simple constitution or terms of reference;

Undertake community projects and consultation activities.

The Youth Council would not hold delegated decision-making powers but would provide recommendations and views to the Parish Council.

Benefits

Potential benefits include:

Improved communication between young people and the Parish Council;

Increased community engagement;

Development of future community leaders;

Enhanced reputation of the Parish Council within the community;

Opportunities for partnership working with schools and youth organisations.

Risks and Considerations

The following considerations should be addressed:

Safeguarding responsibilities;

Ongoing officer and councillor support;

Equality and inclusion;

Managing expectations regarding decision-making powers;

Appropriate behaviour and meeting standards.

Financial Implications

Initial costs are expected to be low and may include:

Printing and promotional materials;

Refreshments and meeting resources;

Small project budgets;

Training or safeguarding costs.

Estimated first-year budget requirement: £500–£2,000 depending on scale.

Recommendation

That the Parish Council:

Supports the principle of establishing a Youth Council;

Establishes a working group to develop detailed proposals;

Engages with local schools and community organisations;

Considers allocating an initial budget within the next financial year.

Briefing Paper

Youth Council – Key Points

What is a Youth Council?

A Youth Council is a representative group of young people who work with local councils and community organisations to discuss local issues and contribute ideas.

Why Consider One?

Encourages participation in democracy;

Gives younger residents a voice;

Supports community cohesion;

Builds leadership and communication skills.

Potential Activities

Community events;
Environmental projects;
Youth surveys and consultations;
Fundraising and volunteering;
Input into park and recreation improvements.

Suggested First Steps

Gauge interest through schools;
Develop terms of reference;
Identify councillor support;
Agree safeguarding procedures;
Hold an introductory event.

2. To discuss and resolve to agree an Intergenerational Community Project

Intergenerational Community Project Proposal and Briefing Paper

Proposal Report

Title

Proposal for an Intergenerational Community Project

Purpose

To develop an intergenerational community initiative aimed at bringing together different age groups to strengthen community relationships, reduce social isolation, and promote mutual understanding.

Background

Communities benefit when residents of different generations have opportunities to work together and share experiences.

The Parish Council has identified an opportunity to support activities that connect:

Young people;

Older residents;

Families;

Community groups;

Volunteers.

Intergenerational projects can improve wellbeing, reduce loneliness, and increase participation in local activities.

Proposed Activities

Potential activities may include:

Shared gardening projects;

Oral history and memory projects;

Community coffee mornings;

Technology support sessions led by young people;

Craft and skills workshops;

Community lunches and seasonal events.

Objectives

The project aims to:

Reduce social isolation;

Strengthen community identity;

Encourage volunteering;

Improve wellbeing across age groups;

Create positive relationships between generations.

Community Benefits

Expected benefits include:

Increased social interaction;

Greater understanding between generations;

Improved mental wellbeing;

Enhanced community pride;

Increased use of community spaces.

Partnership Opportunities

Potential partners may include:

Local schools;

Churches and faith groups;

Care homes;

Community centres;

Volunteer organisations;

Local businesses.

Financial Implications

Potential costs may include:

Venue hire;

Materials and equipment;

Insurance and safeguarding requirements;

Refreshments;

Promotional costs.

Many activities may be suitable for grant funding or sponsorship.

Recommendation

That the Parish Council:

Supports the development of an intergenerational project;

Establishes a small working group;

Undertakes community consultation;

Explores external funding opportunities.

Briefing Paper

Intergenerational Community Project – Key Points

What is an Intergenerational Project?

An intergenerational project brings together people from different age groups for shared activities, learning, and community participation.

Why is it Beneficial?

Research and community experience indicate that intergenerational projects can:

Reduce loneliness;

Improve confidence and wellbeing;

Build stronger communities;

Encourage volunteering and participation.

Examples of Activities

Gardening clubs;

Shared cooking projects;

Storytelling sessions;

Digital support workshops;

Community history projects.
Suggested Next Steps
Identify community partners;
Conduct a simple resident survey;
Start with a pilot project;
Apply for grant funding.

3. To discuss and resolve to agree a Sponsor a Flower Box Scheme

Sponsor a Flower Box Scheme Proposal and Briefing Paper

Proposal Report

Title

Proposal for a Community “Sponsor a Flower Box” Scheme

Purpose

To establish a community sponsorship scheme to support floral displays and environmental improvements throughout the parish.

Background

Floral displays can significantly improve the appearance of public spaces, encourage civic pride, and create a more welcoming environment for residents and visitors.

The Parish Council is considering a sponsorship scheme whereby local residents, businesses, or organisations may sponsor flower boxes, planters, or hanging baskets.

Proposed Scheme

The scheme may include:

Sponsorship of individual flower boxes or planters;

Recognition plaques or acknowledgements;

Annual sponsorship renewals;

Community volunteers assisting with planting and maintenance.

Objectives

The scheme aims to:

Improve the visual appearance of the parish;

Encourage community involvement;

Reduce financial pressures on the Parish Council;

Promote local businesses and organisations;

Support environmental and biodiversity initiatives.

Operational Considerations

The Council would need to consider:

Suitable locations;

Maintenance responsibilities;

Watering arrangements;

Sponsorship terms;

Public liability and safety.

Financial Implications

Potential income from sponsorship may offset:

Purchase of planters;

Compost and plants;

Maintenance costs;

Seasonal replacements.

Potential sponsorship values may range between £50 and £250 per planter depending on size and location.

Recommendation

That the Parish Council:

Supports the principle of a sponsorship scheme;

Identifies suitable locations;

Develops sponsorship guidance and pricing;

Launches a pilot scheme.

Briefing Paper

Sponsor a Flower Box Scheme – Key Points

What is the Scheme?

Residents and businesses sponsor floral displays in return for recognition and to support community improvement.

Benefits

Improved appearance of the parish;

Community pride;

Increased local involvement;

Additional income for environmental projects.

Suggested Pilot

Start with a small number of planters;

Focus on high-visibility areas;

Promote through local media and social platforms.

4. To discuss and resolve to agree a “5 Things We Can Do” Community Improvement Project

*“5 Things We Can Do” Community Improvement Project Proposal and Briefing Paper
Proposal Report*

Title

Proposal for a “5 Things We Can Do” Community Improvement Initiative

Purpose

To introduce a practical and visible community improvement initiative focused on identifying and delivering five achievable projects or actions that positively benefit the parish.

Background

Residents often respond positively to visible and achievable improvements that demonstrate proactive community leadership.

The “5 Things We Can Do” initiative would focus on identifying a small number of realistic projects that can be delivered within a defined period.

Possible Areas of Focus

Potential themes may include:

Environmental improvements;

Community safety;

Youth engagement;

Anti-litter initiatives;

*Public seating or planting;
Volunteer programmes;
Improved communication with residents.*

Objectives

The initiative aims to:

*Demonstrate positive action;
Encourage resident participation;
Improve public confidence in local government;
Deliver visible improvements;
Build momentum for future projects.*

Delivery Approach

Suggested approach:

*Invite ideas from residents;
Select five realistic*

26/7-031 HR, H & S and Data Protection Committee

1. To resolve to agree the Terms of Reference as agreed by the HR, H & S and Data Protection Committee

Suggested Terms of Reference for the HR, H & S and Data Protection Committee

- To meet as and when required/to a set timetable* to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including having regard for their health and safety.*
- To conduct a review of contracts, staffing policies and procedures every two years.*
- To be the focal point of all staffing issues.*
- To lead on the recruitment and selection process for members of staff - **all appointments to be formalised by full council resolution.***
- To act as line-manager for the most senior member of staff – the Clerk*
- To ensure that the clerk (and any other member of staff) has an annual appraisal.*
- To ensure that the clerk has everything required for line-managing other staff on a day-to-day basis.*
- To keep up to date with developments in employment law as they arise.*
- To be aware of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.*
- To report back to council as required, bearing in mind the requirements of Data Protection in relation to management of the personal details of all staff members.*
- The Committee, as delegated by Full council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT*

Membership

*• Membership of the committee shall consist of three elected members of Holbeach Parish Council who will be appointed annually at the Annual Council Meeting as voting members
If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.*

- *If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.*
- *The committee shall be subject to a quorum of three members.*
- *To follow best practice, it is recommended that the Chair of the Council is not a member of the HR, H & S and Data Protection Committee*

Chair

- *The chair of the committee will be elected by the members of the committee at either the Annual Parish Council meeting or its first meeting of the committee.*
- *It is advised that one member of the council should not be chair of more than one committee, in order to encourage wider participation.*
 - *In the case of an equal vote, the Chair of the committee shall have a second or casting vote*

Areas of working conditions to be dealt with (as delegated by full Council):

Compliance with employment legislation

Recruitment and selection procedures

Contracts of employment

Pay and overtime

Supervision of PAYE/NI – bearing in mind duties of Internal Auditor

Health and safety, including risk assessment

Duty of care

Avoiding staff stress

Managing workloads

Breaches of Code of conduct behaviour by cllrs (ie. harassment and bullying)

Absence management

Appraisals and development

Grievance and disciplinary procedures

Rights relating to leave and time off of the Clerk/RFO

Rights relating to illness

Data Protection and FOI issues

Closed Session

Parts of the meetings of this Committee will be confidential to the members of the HR Committee and Clerk or Deputy Clerk (except where the Clerk is directly involved) with the press and the public excluded. Any Committee members that breach this confidentiality be reported to the Monitoring Officer and removed from the Committee following recommendation from the Monitoring Officer.

26/7-032 Devolution

1. To resolve to agree the membership of the Devolution working group
2. To resolve to agree the Terms of Reference of the group

Holbeach Parish Council Working Parties 2026/27

Some of the Parish Council's business is discussed by Working parties, to ensure the most effective management of Parish Council business. These Groups consider a wide range of issues and make recommendations at the formal Parish Council Meetings. The Working parties do not have any delegated powers of authority. They work together, sometimes with members of the community, to gather knowledge and information before reporting back to the full parish council who make any final decisions.

The Council resolves the Working Parties and membership of these groups at the Annual First Meeting of the Parish Council, held each May.

Every Working Party will follow the agreed general terms of reference, as follows:

General Terms of Reference for all Working Parties

- The Working Parties do NOT hold Delegated Powers from the Full Council, but on occasion it is accorded temporary Delegated Powers under LGA 1972 S.101 with specific items on behalf of the Full Council under Resolution, so it has the responsibility for recommendations to Full Council in the functions listed.*
- Every Working Party holds no power of authority and ALL decisions must be made by full council.*
- Holbeach Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year (in the month of May).*
- The working Parties will operate within Holbeach Parish Council's Standing Orders, Financial Regulations and Local Government Law.*
- At the Annual Parish Council Meeting of Holbeach Parish Council, the Parish Council shall select the Councillors to serve on working parties.*
- The Parish Clerk or delegated officer will provide administrative support*
- All Councillors will be informed of any Working Party meeting held, with a minimum of three days' notice.*
- Notes will be made available after any meeting held by a working party and these will be published on the Council's website*
- Notes will be very clear in what recommendations has been made by the working party and what decisions are required to be made at full council*

Expectation of Group Members

- 1. It is expected that Parish Councillors who sit on Working Parties should make every effort to attend Group meetings where possible. Apologies and reasons should be sent to the Clerk at least two days in advance of the meeting date.*
- 2. Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.*
- 3. Councillors attending the meetings are asked to respect confidentiality rules where these apply.*
- 4. The group will operate in an environment where everyone has the*

opportunity to contribute.

Conduct of Meetings

1. Meetings will produce notes by the Clerk or Deputy Clerk. These will always be presented to full council at the next Parish Council meeting and will be made available to the public on the Council's website.

2. Any Parish Councillors is welcome to attend the Working Party meetings but only formal Parish Council members of each working group can vote in favour/objection to recommendations.

3. Co-option of members of the general public is welcomed, where individuals can add key skills or qualifications, relevant to the Working Party to which they wish to join. This will be by written request to the Clerk who will then add it to the full council agenda for full council resolution.

The Council has established the following Working Parties for 2026/27:

Devolution: 5 members, minimum of 3

26/7-033 Meeting

1. The next meeting of the Council will be the on Monday 13th July at Holbeach Hurn Village Hall 18:30.

26/7-034 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.