



**Coubro Chambers**

**11 West End**

**HOLBEACH**

**Spalding**

**PE12 7LW**

**Tel: 01406 426739**

**e-mail: holbeachpc@btconnect.com**

**Clerk: David Boyce, RFO: Jan Hearsey**

Dear Councillor,

I summon you a meeting of the above Council to be held via Zoom on Monday 14<sup>th</sup> December 2020 at 19:00. There will be no open forum.

Holbeach Parish Council is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 14, 2020 07:00 PM London

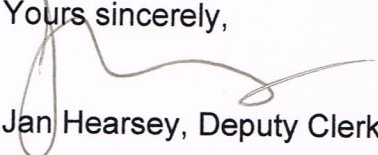
Join Zoom Meeting

<https://zoom.us/j/3909873617?pwd=akZNa2V4VkxRYm95eFFtZXl3VnITUT09>

Meeting ID: 390 987 3617

Passcode: 9gtX1M

Yours sincerely,

  
Jan Hearsey, Deputy Clerk

## **A G E N D A**

### **1. Apologies**

### **2. Clerks Report – Vacancies.**

- (a) Report current vacancies
- (b) To discuss ideas about cutting up Christmas trees

### **3. Declarations of Interest**

### **4. Minutes of previous Meetings – To resolve to take into Closed Session**

### **5. Police, District and County Matters**

- (a) Police matters
- (b) District matters

(c) County matters

**6. Highways Matters (Clerk)**

- (a) Road closures
- (b) To approve the deployment of our reactive speed sign on the B1168 at Holbeach St Johns, in support of a speed review requested by a group of parishioners. (Cllr P Sparkes)
- (c) To request installation of this
- (d) To identify who can monitor, maintain and gather data from the sign

**7. Allotments (Cllr Graham Rudkin)**

- (a) Chairman of Allotments Report

**8. Carters Park & Parish Playing Fields (Cllr Kelly Wilson)**

- (a) Chairman of Parks and Playing Fields Report
- (b) Tenders – Locking up Tender– Propose to take 'in Closed session'.

**9. Cemetery chapels, Park Road, Hallgate & Closed Churchyard (Cllr Paul Gunn)**

- (a) Chairman of Cemeteries and Closed Churchyard's Report
- (b) Memorial inscriptions and burial reserved plots – for approval

**10. Holbeach Bank Playing Field (Cllr Eddie McNally)**

- (a) Chairman of Holbeach Bank Playing Fields Report
- (b) To agree to take on the grass cutting responsibilities for LCC as previous years.

**11. Planning Applications (Cllr Eddie McNally)**

- (a) Chairman of Planning's Report
- (b) To receive an update of the result of the planning survey (Cllr S Hutchinson)

**12. Property (Cllr Isobel Hutchinson)**

- (a) Chairman of Properties Report

**13. Financial statement and presentation of payments for approval**

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 7<sup>th</sup> December 2020
- (b) Financial Statement
- (c) To agree to purchase of barrow for litter picker
- (d) To agree to adopt the new Standing Orders
- (e) To agree to move to Sage Payroll online version
- (f) To agree to appoint a new internal auditor.
- (g) To agree training course.
- (h) To agree to purchase chemicals from Rigby Taylor
- (i) To agree to adopt the updated Financial Risk Assessment
- (j) To make arrangement for paying credit card in January

**14. Data Protection Working Party (Cllr Sophie Hutchinson)**

- (a) Chairman of Data Protection Report

**15. To appoint a Chair of the Nature Reserve following the resignation of Cllr M Manley.**

- (a) Tree tenders, Cllr G Rudkin
- (b) Tree planting, Cllr P Sparkes

**16. To adopt "Operation London Bridge"**

**17. PR /IT Working Party**

- (a) IT Tender update

**18. Staffing Matters – resolve to take "In Closed Session"**

- (a) Working arrangement over the Christmas holiday & Pay date
- (b) To discuss the setting up of an appraisal system and dates. To set up a programme for staff training. (Cllr I Hutchinson).
- (c) Staffing matters other.
- (d) Contracts - staff members

**19. Any other business by leave of Chairman**

**20. Confirm date and venue of next Parish Council Meeting, which will be via Zoom.**

**21. Agenda items for next Meeting**