

2026/7-05 Meeting 13-07-26 supporting documents

07 July 2026 15:03

26/7-046 Apologies

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

26/7-047 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.

26/7-048 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.

26/7-049 Reports from Elected Members

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

26/7-050 Minutes

To resolve to approve as a correct record the notes of the meetings of:
8th December 2025

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

19th January 2026

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

26th January 2026

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

11th May 2026

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

13th June 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1843/2025-6-draft-notes-13th-april-2026>

18th June 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1820/2026-7-02-draft-notes-meeting-8th-june-2026>

2nd July 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1844/2026-7-05-draft-notes-2nd-july-2026>

and to authorise the Chair to sign the official Minutes.

26/7-051 Clerk

1. To receive a report from the Clerk

Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *13th July 2026*

Subject: *Clerk's report*

I have balanced the accounts up to the end of January and have almost

finished February, all the monthly expenditure and budget figures are now on the website up until January. I have sent in the VAT claim up to the end of December.

Work is progressing well at Hall Gate cemetery and thanks must go to the Open Spaces team for working during this extremely hot weather.

The H & S audit has been carried out and will be presented to full council at the next meeting, however myself and the Grounds supervisor are working through it.

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

26/7-052 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 June 2026

BUSINESS CURRENT

1844

Available balance

Last night's balance

Overdraft limit

Showing 4 transactions between 30/06/2026 and 30/06/2026 from 30/06/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
30/06/2026				£3,465.19

Transactions**HOL PAR C SSA** **5394**

Available balance	
Last night's balance	
Overdraft limit	n/a

Showing 1 transaction between 30/06/2026 and 30/06/2026 from 30/06/2026 to 30/06/2026

Date	Description	Money in	Money out	Balance
30/06/2026				£170,382.10

Account name: **HOLBEACH PARISH COUNCIL-Holbeach Parish Council**
Account number: **001**
Statement period: **31/05/2026 to 30/06/2026**

Account summary

Total valuation as at 30 June 2026 **£552,559.44**

4. To resolve to agree the payments for June 2026

Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
260714iccm	£110.00	4110	01/04/26	ICCM - Annual subscription	£110.00
260714mot	£97.30	4460	12/04/26	Motia - Fuel	£471.98
260714met h	£30.00	4075	02/05/26	Methodist Church - Hall hire 11-05-26	£60.00
260714mot	£52.20	4461	03/05/26	Motia - fuel	£471.98
bcard26071 4	£16.11	4680/255	05/05/26	Wave - Water HG	£67.86
260714mot	£65.83	4461	10/05/26	Motia - Fuel	£471.98
bcard26071 4	£51.75	4680/250	10/05/26	Wave - Water PR	£67.86
bcard26071 4	£0.95	4690	20/05/26	One Stop - Milk	£2.22
bcard26071 4	£12.55	4690	27/05/26	Tesco - Soft drinks for annual Parish Meeting	£20.20
260714mot	£139.67	4460	31/05/26	Motia - Fuel	£471.98
260714btw	£54.00	4458	02/06/26	Bryan Thompson Windows - Callout	£54.00
260714met h	£30.00	4075	03/06/26	Methodist Church - Hall hire 08-06-26	£60.00
bcard26071 4	£34.56	4100	03/06/26	Microsoft - 365 admin	£117.36
bcard26071 4	£82.80	4100	03/06/26	Microsoft - 365 Cllrs	£117.36
bcard26071 4	£7.65	4690	05/06/26	Tesco - Water	£20.20
260714mot	£116.98	4460	07/06/26	Motia - Fuel	£403.68
260714mot	£116.98	4460	07/06/26	Motia - Fuel	£471.98
260714ark	£450.00	4458	08/06/26	Arkie Ltd - Emergency callout water leak	£450.00
260714ark	£2,250.00	4458	08/06/26	Arkie FM Limited - Water leak repair	£11,350.00
bcard26071 4	£43.87	4461	09/06/26	Whaplode Service Station - Petrol	£43.87

260714	£201.60	44551/415	09/06/26	JWK Electrical - 2 High St	£201.60
260714cur	£472.73	4085	09/06/26	Currys - IT equip	£472.73

Signature

Signature

Date

10/07/26 08:30 AM Vs: 9.16.03

Holbeach Parish Council

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Expenditure transactions - approval list

Cheque	Gross	Heading	Invoice date	Details	Cheque Total
260714cha	£50.50	4455/200	09/06/26	Chandlers - Strimmer wire	£50.50
bcard260714	£246.00	4500	10/06/26	St John Ambulance - 1st aid traing S	£246.00
bcard260714	£224.99	4085	10/06/26	Amazon - Brother printer	£524.99
260714turn	£152.57	4455/278	10/06/26	Tumbull - Gravel	£152.57
260714shear	£250.00	4500	10/06/26	Shear Training - Pole pruner ES	£250.00
bcard260714	£39.45	4205/360	11/06/26	London Power Tools - Chainsaw gloves ES	£39.45
bcard260714	£58.80	4435/351	12/06/26	U-Check - DBS checks	£58.80
bcard260714	£1.27	4690	12/06/26	One Stop - Wassing up liquid	£2.22
260714ton	£15.96	4085	12/06/26	Tonwood - HDMI cables	£15.96
bcard260714	£300.00	4085	13/06/26	Amazon - Lenovo docks x 3	£524.99
bcard260714	£9.00	4060	18/06/26	Smarty Mobile - SIM	£9.00
bcaad260714	£32.00	4110	19/06/26	Barclaycard - Annual fee	£32.00

260714mot	£153.37	4460	21/06/26	Motia - Fuel	£403.68
260714ark	£9,100.00	4457	24/06/26	Arkie FM Limited - Fencing Fishpond Lane	£11,350.00
260714	£786.73	4455/300	25/06/26	Irelands Farm Machinery Limited - Repair Kubota AE16 CJJ	£786.73
260714mot	£36.55	4460	28/06/26	Motia - fuel	£403.68
260714f1	£204.00	4085	29/06/26	F1 Group - Re SAR request	£204.00
260714mot	£96.78	4460	30/06/26	Motia - fuel	£403.68
260714m&b	£870.00	44351/400	30/06/26	Mossop & Bowser - Fees re 2 High Street	£870.00
260714bre	£360.00	4435/351	30/06/26	Breakthrough Communications - FOI & SAR assistance	£360.00
260714plasm t	£279.71	4685	30/06/26	Platinum Cleaning - Cleaning Coubro	£279.71

Signature

Signature

Date

10/07/26 08:30 AM Vs: 9.16.03

Holbeach Parish Council

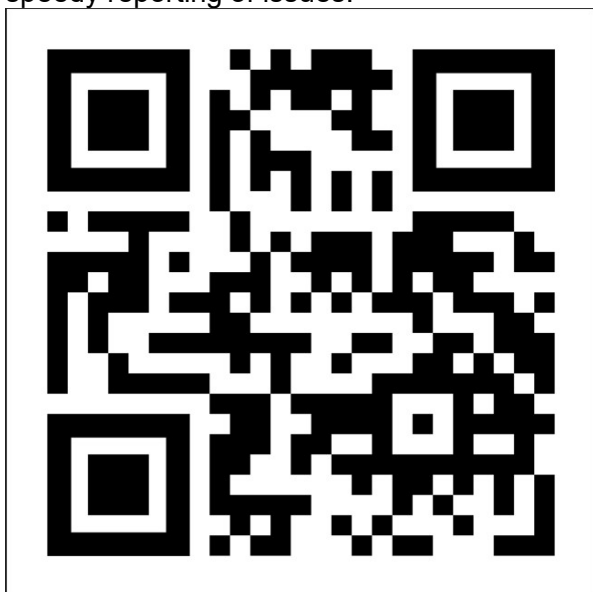
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Expenditure transactions - approval list

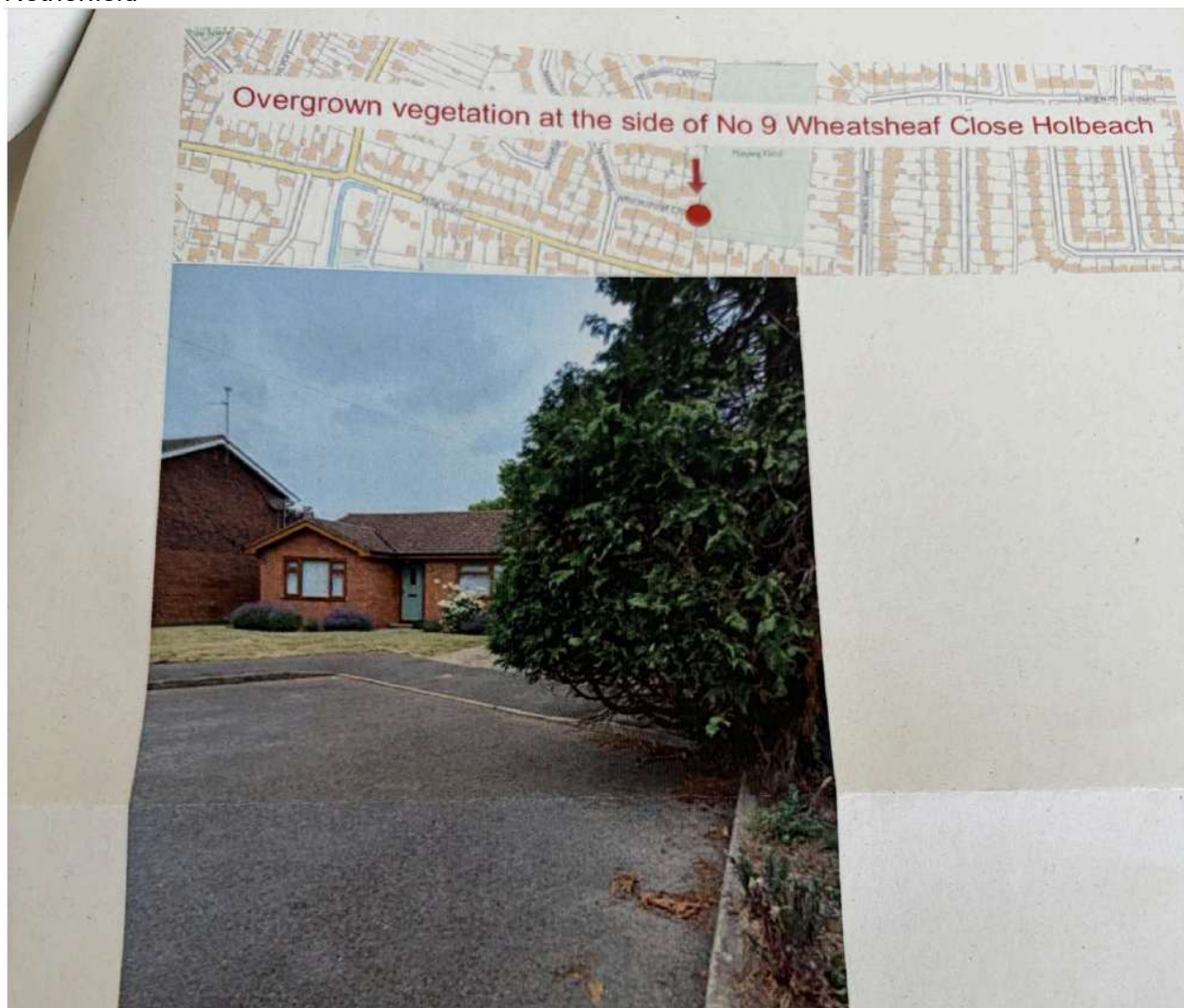
Cheque	Gross Heading	Invoice date	Details	Cheque Total
260714dts	£692.00	30/06/26	DTS - Locking up	£692.00
	£32.00 4405/255		Locking up	
	£330.00 4405/250		Locking up	
	£330.00 4406		Locking up	
Sub Total	£18,397.21			
	£19,343.77		Confidential	
Total	£37,740.98			

26/7-053 Open Spaces Committee

1. To receive a report from the Chair of the Committee.
2. To resolve to agree for a local historian to use the Cemetery Chapels for exhibitions and to purchase the necessary fire extinguishers
3. To resolve to agree to create QR codes for the parks and cemeteries to enable speedy reporting of issues.

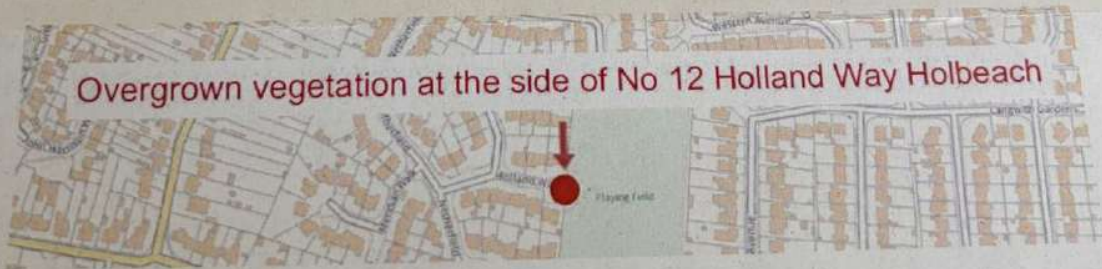


4. To discuss and resolve to agree the way forward with overhanging trees at





Overgrown vegetation at the side of No 12 Holland Way Holbeach





5. To resolve to agree the price for the tractor shed

26/7-054 PPES Committee

1. To elect members to the Committee
2. To resolve to agree the response to the following planning applications.

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0573-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0569-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0480-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0553-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0579-26>

3. To resolve to go out for tender for

a) Painting outside Coubro, 4a High Street & the Telephone box

Specification – Painting Works

Project Title

External Painting – Coubro Chambers, 4a High Street & K6 Telephone Kiosk

Scope of Works

Coubro Chambers

- *Preparation and painting of:*
 - *9 front timber windows*
 - *Timber entrance door*
 - *7 rear timber windows*
- *Works include:*
 - *Sanding, filling, priming*
 - *Minor timber repairs*

- Colour to be agreed with client

4a High Street

- Preparation and painting of:
 - 5 timber windows
 - Masonry front façade
- Works include:
 - Sanding, filling, priming
 - Minor timber repairs
 - Colour to be agreed with client
- Paint system suitable for high-street commercial frontage.

K6 Telephone Kiosk (Grade II Listed)

- Preparation and repainting in **BS381C Red 539**
- Rust treatment and priming
- No abrasive blasting permitted
- Heritage-appropriate paint system required

Contractor Requirements

- Materials list
- Programme of works
- Insurance
- Fixed-price quotation
- Start/finish dates

b) Masonry repairs to key stone Coubro & Cemetery Chapels as identified in the report

Invitation to Tender – Masonry Repairs

Subject: Invitation to Tender – Masonry Repairs (Cemetery Chapels & Coubro Chambers Keystone)

Dear Contractor,

Holbeach Parish Council invites you to submit a tender for specialist masonry works at the Cemetery Chapels (Grade II listed) and the keystone above the main entrance at Coubro Chambers.

The works for the Cemetery Chapels relate only to masonry items identified in the June 2024 condition survey. Tenderers must undertake a site visit and provide professional judgement on current condition. Your specification and quotation must be split into:

- Priority 1 – Urgent repairs
- Priority 2 – Less-urgent repairs
- Priority 3 – Nice-to-have conservation works

A full specification and materials list suitable for Listed Building Consent (LBC) is required.

Please submit your tender by [insert deadline] to [insert email], including your specification, priced schedule, programme, method statement, evidence of heritage experience and insurance details.

Site visits can be arranged by contacting the Parish Office.

Masonry Tender Pack

Project Title

Masonry Repairs –Cemetery Chapels (Grade II) & Keystone at Coubro Chambers

Scope of Works

Works are limited to masonry items identified in the June 2024 condition survey for the Cemetery Chapels and the keystone repairs at Coubro Chambers.

Tenderers must undertake a site visit and provide professional judgement on current condition.

Priority-Based Quotation Structure

Priority 1 – Urgent Repairs (Structural / weather-tightness)

Examples:

- *Cutting out and replacing actively spalling stone/brick*
- *Lime mortar repointing where joints have failed*
- *Repairs to masonry affected by rust-jacking*
- *Stabilisation of areas causing water ingress*

Priority 2 – Less-Urgent Repairs

Examples:

- *Localised stone indents*
- *Repointing where mortar is deteriorating but not failed*
- *Consolidation of minor cracks*
- *Repair of weathered but functional masonry*

Priority 3 – Nice-to-Have Conservation Works

Examples:

- *Cosmetic stone repairs*
- *Reinstatement of eroded detailing*
- *Conservation cleaning*

Coubro Chambers Keystone

- *Inspect dropped keystone*
- *Provide specification for careful removal, re-bedding and reinstatement*
- *Correct door alignment*

Deliverables

- *Site visit confirmation*
- *Specification & materials list (LBC-ready for the Cemetery Chapels)*
- *Price schedule split into priority levels*
- *Programme*
- *Method statement & risk assessment*
- *Evidence of heritage experience*
- *Insurance details*

Evaluation Criteria

- *Price & value for money — 60%*
- *Heritage experience — 25%*
- *Programme & method statement — 15%*

c) Guttering repairs/replacement the Cemetery Chapels.

Invitation to Tender – Guttering Repairs

Subject: Invitation to Tender – Guttering Repairs (Whitworth Cemetery Chapels)

Dear Contractor,

Holbeach Parish Council invites you to submit a tender for the repair and replacement of rainwater goods at the Whitworth Cemetery Chapels (Grade II listed).

The works relate only to guttering, downpipes, fixings and drainage improvements identified in the June 2024 condition survey. Tenderers must undertake a site visit and provide professional judgement on current condition. Your specification and quotation must be split into:

- *Priority 1 – Urgent repairs*
- *Priority 2 – Less-urgent repairs*

- *Priority 3 – Nice-to-have improvements*

A full specification and materials list suitable for Listed Building Consent (LBC) is required.

Please submit your tender by [insert deadline] to [insert email], including your specification, priced schedule, programme, method statement, evidence of heritage experience and insurance details.

Site visits can be arranged by contacting the Parish Office.

*Yours sincerely,
Holbeach Parish Council*

Guttering Tender Pack

Project Title

Guttering Repairs & Replacement – Whitworth Cemetery Chapels (Grade II)

Scope of Works (Rainwater Goods Only)

Works relate only to guttering, downpipes, fixings and drainage improvements identified in the June 2024 condition survey.

Tenderers must undertake a site visit and provide professional judgement on current condition.

Priority-Based Quotation Structure

Priority 1 – Urgent Repairs

Examples:

- *Replacement of cracked or leaking guttering*
- *Removal of failing uPVC sections*
- *Reinstatement in cast iron or heritage-profile aluminium*
- *Correcting falls*
- *Replacement of corroded brackets*
- *Ensuring water discharges away from foundations*

Priority 2 – Less-Urgent Repairs

Examples:

- *Repainting cast-iron sections*
- *Replacement of partially deteriorated downpipes*
- *Minor adjustments to improve performance*

Priority 3 – Nice-to-Have Improvements

Examples:

- *Leaf guards*
- *Additional drainage improvements*
- *Heritage-appropriate enhancements*

Deliverables

- *Site visit confirmation*
- *Specification & materials list (LBC-ready)*
- *Price schedule split into priority levels*
- *Programme*
- *Method statement & risk assessment*
- *Evidence of heritage experience*
- *Insurance details*

Evaluation Criteria

- *Price & value for money — 60%*
- *Heritage experience — 25%*
- *Programme & method statement — 15%*

4. To resolve to agree the SID locations for August 2026
5. To receive an update on the solar SID location

26/7-055 Events & PR Committee

1. To elect members to the Committee
2. To receive an update on the Netherfield event

Report to be added Monday

3. To receive an update on the Halloween event

Bookings coming along.

4. To receive an update on Remembrance

Remembrance meeting Tuesday 30th June 2026 @12:00

RBL: redacted & redacted

HPC Cllr Adrian Haslett & Clerk Jan Hearsey

RBL speak to Church re service

JH speak to Church re memorial – email sent 09-07-26

Sunday 8th November

SJA booked – 29-06-26

Speak to UAH re trumpeter and drummer RBL

Contact ATC for Parade marshal JH – email sent 09-07-26

Road closure pavement closure JH 09-07-26

JWK email sent 09-07-26, confirmation received 10-07-26

Council

Exec guest

RBL to speak to pipers at WI

5. To receive an update on the Christmas Fayre

26/7-056 Community Engagement

1. To receive an update following the recent meeting with the local school regarding youth engagement/ youth council and to consider and agree next steps.
2. To receive an update on the Intergenerational Community Project

26/7-057 HR, H & S and Data Protection Committee

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1576/hr-h-and-s-and-data-protection-committee-term-of-reference>

2. To review and resolve to agree the H & S audit as recommended by the Committee

3. To discuss and resolve to agree arrangements for WorkNest access and usage, including member and officer permissions and appropriate information governance controls.

Purpose

To agree a clear and compliant permissions structure for all users across WorkNest modules: SafetyNest, ResourceNest, LearningNest, PeopleNest, and CaseNest, reflecting the Council's staffing hierarchy and statutory responsibilities.

User Groups

- ***HR Committee (Councillors) – ultimate line managers of***

Clerk/RFO.

- **Clerk/RFO** – line manager of Deputy Clerk, Admin Assistant, Grounds Supervisor, Grounds Keepers.
- **Employees** – Deputy Clerk, Admin Assistant, Grounds Supervisor, Grounds Keepers.
- **All Councillors** – oversight role.

Module Access Overview

SafetyNest

- **HR Committee & Clerk/RFO** – Full admin access; create, edit and assign actions.
- **All Councillors** – View all records and actions.
- **All Employees** – View all records; edit/complete actions assigned to them.

ResourceNest

- **All Councillors & All Employees** – Full access.
- **Clerk/RFO & HR Committee** – Full access.

LearningNest

- **All Councillors & All Employees** – Access and complete assigned training; cannot create programmes.
- **Clerk/RFO & HR Committee** – Create training programmes, assign modules, and monitor completions.

PeopleNest

- **All Councillors & All Employees** – Included in directory; can view each other's and employees holidays/absences.
- **Employees** – Self-service (leave requests, personal details).
- **Clerk/RFO** – Approve/manage records for staff she line-manages; admin rights except for her own record/permissions.
- **HR Committee** – View all records; approve Clerk/RFO's absences; full admin rights.
- **Absences** – All recorded/linked to shared Council calendar.

CaseNest

- **HR Committee** – Full access to all cases; full admin rights.
- **Clerk/RFO** – Access to cases for staff they line-manages; no access to their own case; cannot change their own permissions; admin rights for adding/removing employees.
- **Councillors (non-HR Committee)** – No access.
- **Employees** – No access.

26/7-058 Council Business

1. To consider and discuss Council governance and ways of working, taking into account current councillor numbers, recent project delivery, and community feedback, with the aim of supporting more effective outcomes for the parish, and to consider the following:

a) Committee structure and effectiveness – whether the current arrangements are the most suitable given councillor numbers; how effectively committees are operating; and whether more matters could be brought to Full Council or alternative approaches considered (wider working groups)

b) Longer-term planning – placing greater focus on forward planning alongside day-to-day activity, including a review of current and potential future Council assets and their value to the community (and opportunities to enhance

that value or income), and the development of a 3-year plan and budget covering key priorities and emerging needs
c) Meeting structures and approach to decision-making – how meetings can better support open discussion and the development of ideas in public (not just formal decisions) and whether dedicated or additional meetings may be helpful for more significant or complex topics

26/7-059 Devolution

1. To receive an update on the list of assets and resolve to agree the way forward

26/7-060 Meeting

1. The next meeting of the Council will be the on Monday 10th August at Methodist Church Hall, Albert Walk at 18:30.

Now Holbeach Hurn

26/7-061

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.