



04/06/2021

Dear Councillor,

I summon you a meeting of the above Council to be held at The Reading Rooms, Church Street, Holbeach on Monday 14th June 2021 at 19:10 preceded by an Open Forum starting at 19:00. The open forum will be open to previously submitted questions only. Please submit question to the above email address or to Coubro Chambers by midday on Monday 14th June 2021.

Please note: There is a Covid risk-assessment in place, one provided by the venue and one by Holbeach Parish Council. There will be a QR code check-in for all attendees. Due to the venue, numbers will be restricted. Members of the public must register an interest for attendance 24 hours before the start of the meeting. Attendees will need to enter by the rear door and exit the building by the front door. Hand sanitizer will be available and surfaces will be cleaned before and after the meeting. Face coverings must be worn. Those experiencing any of the symptoms of Covid-19 should not attend this meeting.

Yours sincerely,



Jan Hearsey - Clerk

2021/2 -21 Apologies for absence and reasons given.

2021/2-22 Clerks Report

- a. Report on current vacancies
- b. Co-option of new councillor for Town Ward
- c. Correspondence received and matters arising

2021/2 -23 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 non-pecuniary interests in Agenda items

2021/2- 24. Minutes of previous Meeting – To agree the notes of the meeting of 4th May 2021 as minutes.

2021/2 -25. Police, County and District Matters

- (a) Police

- (b) County
- (c) District

2021/2 -26. Highways Matters

- (a) Road Closures

2021/2-27 To agree to suspend Standing Orders to change the Terms of Reference for all committees except finance to enable more flexibility as follows:

Membership

1. Membership of the committee will be limited to between three and seven Councillors who will be appointed at the Annual Council meeting. Members may be co-opted onto the committee at a committee meeting but will be non voting members until formally appointed to the committee by Full Council.

2021/2-28 To agree to suspend Standing Orders to change the Terms of Reference for the Finance committee to enable more flexibility as follows:

Membership

1. Membership shall consist of a representative from each committee. Only those Members formally appointed by Full Council shall have voting rights. The Chairman will be elected from the Members of the committee by Full Council.

2021/2 -29 Open Spaces committee: To agree to co-opt Cllrs: S Rickerby & D Howarth as full committee members and to co-opt other interested parties.

Report from Chairman Cllr K Wilson

- a. To agree to leave the gates of the dog run at Park Road entrance unlocked on a trial basis.
- b. To agree to mark out a running track with distance marking at Netherfields.
- c. To agree to publicise each month "how many complaints received/how many compliments/you said/we did" and to provide a picture each week for the PR/IT committee
- d. To agree to open the double gates at Netherfield
- e. To agree to instruct the parks team to carry out cleaning and maintenance on the new tennis court surface as opposed to a contractor.
- f. To agree to the installation of a bench at the Bowls Club.
- g. To agree the procedure regarding overhanging trees
- h. To agree to keep the Carters Park toilets closed
- i. To agree to install disabled swing in Carters Park
- j. To agree to adopt the allotment policy
- k. To agree to amend the current planning permission on the cemetery chapels
- l. To agree the memorials and burials – Deputy Clerk

2021/2 -30 Planning, Properties, Emergency Planning & Speeding Committee: To agree to co-opt Cllr D Howarth as full committee member and to co-opt other interested parties

Report from Chairman E McNally

- a. To agree to apply for planning permission for plastic sash windows at Coubro Chambers
- b. To agree to paint a mural at Stukeley bus stop
- c. To agree to form a sub-committee for Emergency Planning and to include members of the public (police, fire service, coast guard etc) to be co-opted on.
- d. To agree to investigate the possibility of purchasing empty shops with flats above with borrowing from SHDC at 1.5%
- e. To agree to assist The Plough Public House action group in their application for an asset of community value.
- f. To agree to receive free hanging baskets from SHDC for Coubro Chambers
- g. To agree planning application responses
- h. To agree to support LCC with speed limit at Holbeach Hurn.

2021/2 -31. PR/IT Committee - To agree to co-opt other interested parties to the committee.

Report from Chairman Cllr S Richardson

- a. To agree to investigate the best option for website hosting
- b. To discuss the purchase of an electronic notice board
- c. To agree for the litter picker to have a HPC email address.
- d. To agree that all Councillors should only use a holbeachpc.com email address for Holbeach Parish Council business.
- e. To agree a time frame for which Councillors must check their emails.

2021/2 -32 Events Committee - To agree to co-opt other interested parties to the committee.

Report from Chairman Cllr I Hutchinson

- a. To agree the events for 2021
- b. To agree to apply for the road closure order for the Royal British Legion Remembrance Day Parade.
- c. To agree to apply for a Temporary events notice.

2021/2 -33 Finance Committee – To appoint and agree a Chairman of Finance

Report from temporary Chairman Cllr R Stevens

- a. To agree the cheque register for June payments
- b. To agree the Barclaycard payment
- c. To agree the bank reconciliation
- d. To receive consider and agree the Internal Auditors Report
- e. To consider, approve and agree the Annual Governance Statement (Section 1 of the Annual Return)

- f. To consider, approve and agree the Statement of Accounts (Section 2 of the Annual Return)
- m. To agree to authorise the Chairman to sign the Annual Return for return to the External Auditor.
- n. To agree Section 137 spend on cleaning war memorial

2021/2 -34 HR, Health and Safety and Data Committee– To agree to co-opt other interested parties to the committee.

Report by Chairman Cllr S Hutchinson

(a) Data Protection

(b) Health & Safety

(c) HR Report

(i) To agree the new time sheet format

(ii) To agree to the lone working policy with an amendment as to who people report to if their manager is on Holiday.

(iii) To agree the employee – councillor protocol.

(iv) To agree volunteer policy.

(v) To agree induction checklist to as amended for employees, councillors, and volunteers.

(vi) To discuss staffing matter raised by WCPM - Resolve to take "In Closed Session" due to the confidential nature of the matters to be discussed

2021/2 – 35. Items for discussion and agenda item requests.

2021/2 -36. Confirm date and venue of next Parish Council Meeting

- (a) To agree a venue, date and form of the next Parish Council Meeting