



20/09/2022

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Street, Holbeach on Monday 26th September 2022 at 19:00 at which the under mentioned business will be transacted.

There will be a public forum for a maximum of 10 minutes when members of the public may ask questions or make short statements to the Council.

A maximum further 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

AGENDA

2022/3-065 Apologies for absence

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

2022/3-066 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.

2022/3-067 To resolve to approve as a correct record the notes of the meetings of the Council held on 8th August 2022 and to authorise the Chair to sign the official minutes.

2022/3-068 Clerks report

- a) To receive a report from the Clerk
- b) To receive an update on vacancies

2022/3-069 Open Spaces Committee – To elect interested members to the committee

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to adopt the amended Cemetery Rules and Regulations



- c) To resolve to agree the recommendation of the Committee the format of the Grass Cutting Tenders
- d) To resolve to agree the recommendation of the committee the way forward with the slide in Carters Park following the communication from the supplier
- e) To resolve to agree to apply for the license from LCC for a half barrel planter at Holbeach St Marks (Parishioner to provide the planter)
- f) To resolve to agree the recommendation of Full Council the way forward with grass cutting whilst the machinery is awaiting repair

2022/3-070 Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
 - H09-0584-21 Alterations and upgrades to building retrospective
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0584-21&from=planningSearch>
 - H09-0738-22 - Render of front and rear elevations including change of front door.
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0738-22&from=planningSearch>
 - H09-0135-22 - Appeal under Section 78
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0135-22&from=planningSearch>
 - H09-0859-22 - Proposed single storey extension
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0859-22&from=planningSearch>
 - H09-0581-22 - Amendment re-submission of H09-0119-22
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0581-22&from=planningSearch>
 - H09-0307-22 -Residential development – erection of dwelling
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>

- c) To resolve to agree to support a parishioner for the community speed watch
- d) To resolve to agree the way forward regarding the cemetery chapels roof and to resolve to agree the additional spend of £747.07 & £1,250.28
- e) To resolve to agree the quote for works to the windows at Coubro Chambers
- f) To discuss and resolve to agree the Charitable Collections Policy consultation
- g) To discuss and resolve to agree the Parish Council's comments on the solar farm proposal.

2022/3-071 – PR/IT Committee - To elect interested members to the committee

- a) To receive the report from the Chair of the committee - see appendix 3

- b) To resolve to agree the recommendation of the Finance Committee the CCTV expenditure following the withdrawal of the agreed quotation
- c) To consider and resolve to agree the Parish Council response to the Draft Recommendation in reducing councillor numbers

2022/3-072 – Events Committee

- a) To receive the report from the Chair of the committee – see appendix 4
- b) To review the Live & Local scheme and resolve to agree the way forward

2022/3-073- Finance Committee

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) Further to minute number 2021/2-195 (c) The Clerk/RFO plus, in excess of three Councillors one of which was not a signatory on the Bank Account, made the payments totalling £23,257.45 (list distributed to all Members before payments were made). To note the income for August 2022 of £4019.00
To note the Bank balances as of 31st August 2022, as: Account ending **4844** £2,988.72 Account ending **5394** £5,024.39
Account ending **01PC** £267,280.79
- c) To resolve to agree to write to LALC regarding training course availability
- d) To resolve to agree the recommendation of the Finance committee to appoint LALC as the internal auditor
- e) To resolve to agree not to opt out of the Smaller Authorities Annual Audit scheme
- f) To resolve to agree the recommendation of the Finance committee to move 2022/23 budgets as follows:
 - £1,000.00 from Horticultural supplies to Fuel – Open Spaces
 - £1,000.00 from Locking up to Fuel – Open Spaces
 - £ 385.00 from the Beacon to Fuel – Open Spaces
 - £1,000.00 Business rates to gas – PPES
- g) To resolve to agree to refund the £20 overpaid on cemetery fees

2022/3-074 – To discuss and resolve to agree to support the Civility & Respect Project from NALC -

2022/3-075 – Confirmation of date and venue of the next Parish Council meeting

- a) The next meeting of the Parish Council will be on 10th October 2022 at the Methodist Church Hall, Albert Walk, Holbeach

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

2022/3-076 HR, Health and Safety and Data Committee

- a) To receive the report from the Chair of the committee
- b) To resolve to agree the increase of hours and change in job title of a staff member



- c) To resolve to agree to recommendation of the Committee for the Open Spaces team to carry out repairs to equipment following input from our insurers
- d) To discuss and resolve to agree the next stage regarding a staffing matter

All documentation relating to this agenda will be published with the official minutes.

Appendix 1

Open Spaces Chairs Report

The way forward was decided for alterations to the toilets in Carters park. Following the ROSPA report communication and meetings are ongoing for a workable solution to the Slide in Carters Park with the supplier. It was confirmed that the current rules maintain that a grave space cannot be purchased just a memorial without an interment.

Following current ongoing efforts to split a surrendered allotment along with other transitions will result in the current waiting list to be exhausted. Interim follow up allotment inspections went well.

The grass cutting tenders to be recommended to Full Council in two parts, part A as currently contracted, Part B as current minus Netherfields and Hall Gate Cemetery. Holly Cutting tender was discussed and confirmed ready to put out.

Tree work was deferred until next meeting and in receipt of the new tree report. Winter work schedule was discussed and suggested.

Appendix 2

PPES REPORT

At our last meeting all the planning application comments were agreed.

The SID locations for October were agreed as High St and Holbeach Drove. We also agreed to purchase more fixing plates . Following the meeting at Saturday Bridge we discussed potential improvements and it was agreed to put together some ideas and send these through.

We are awaiting a date for emergency planning training where we will make any amendments to the plan.

Having received 2 quotes for the repair of the windows at Coubro the committee reviewed these and have made a recommendation to full council.

Appendix 3

Calendar Photographic Competition:



The 13 photographs have been chosen by the judges. The cheapest print option has been agreed and the finished product should be available for sale by early October.

HPC Forums:

The last open forum at Holbeach Hurn Village Hall was well attended and some key issues of concern by members of the public were discussed. The assistant Clerk is to obtain maps of storm water drainage and will report back to the next meeting. Before each full council meeting from now onwards there will be an open forum from 18.45 until 19.10. If any special issues of concern arise throughout the year additional ones will be arranged.

Press Releases:

Opening of the Jubilee Garden. The Free press were invited to attend.
The Inclusive Swing when installed.

The decision to purchase Walkie Talkies for events was postponed until the next meeting. Cllr Hussain will be asked to look into the cost of upgrading the Wi-Fi at Coubro Chambers and increasing the assistant clerks laptop to 8 RAM.

CCTV in Carters Park:

The company that was chosen to install this has unfortunately come back to us and said that due to staffing issues they were no longer able to undertake the work. Cllr Hussain is to meet with Cllr's S Hutchinson and Howden to advise on the cost of purchasing the equipment needed and then we will obtain 3 quotes from electricians to complete the installation ourselves.

Appendix 4

EVENTS REPORT

Cllr Rick Stevens and the clerk have met with a representative from the RBL to discuss the remembrance parade and invitations to groups will be going out shortly.

We are starting to put together ideas for the Christmas event and have agreed to use all of the remaining budget on this event. We plan to have various craft food and charity stalls and entertainment during the afternoon and there will be a lantern parade to end the event. Anyone that wishes to book a stall at the event can contact the clerk or myself.

It was agreed to concentrate on 2 main events next year, the car show and Christmas. We will also look at running some smaller events throughout the year including the yard sales and activities in Carter's park during the summer.

Appendix 5

Finance Chair Report 1st September

Normal monthly tasks were actioned and all found to be in order.

To enable better reporting for next year Jan, Sophie & myself have re organised the chart of accounts on our accounting software.

We reviewed our current budget for this financial year and very quickly realised that without releasing unspent budgets our total fuel cost is going to be massively overspent. We also have a concern around our utility bills. It is suggested that we carry on monitoring our budgets to ensure that we do not need to release monies from our reserves.

All committees need to review the budgets and projects for next year. It is imperative that this is done and submitted for the Finance meeting in October. Where budgets are to be increased full justification will also need to be fully explained.

Should anyone need assistance and guidance for budgeting they should contact Jan as soon as possible.