



08/11/2022

**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 14<sup>th</sup> November 2022 at 19:00 at which the under mentioned business will be transacted.

**Please note: There will be an informal open forum meeting for members of the public to ask questions and make representation from 18:30 to 18:55 Filming will not be permitted during this session.**

There will be a public forum for a maximum of 1 minute when members of the public may ask questions or make short statements relating to this agenda, 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](mailto:clerk@holbeachpc.com) or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-089 Apologies for absence**

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

### **2022/3-090 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.

### **2022/3-091 Minutes –**

To resolve to approve as a correct record the notes of the meetings of the Council held on 10<sup>th</sup> October 2022 and 1<sup>st</sup> November 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-092 Clerks report**



- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To resolve to agree to co-opt to the council those who have submitted papers

## 2022/3-093 Open Spaces Committee –

- a) To receive the report from the Chair of the committee – see appendix 1
- b) To resolve to agree to ask the company that installed the slide to remove it as it is not fit for purpose
- c) To resolve to agree the recommendation of the committee to increase the cemetery fees from 1<sup>st</sup> April 2023
- d) To resolve to agree to purchase new wildlife watering troughs
- e) To resolve to agree when to stop grass cutting for this season

## 2022/3-094 Planning, Properties, Emergency Planning and Speeding Committee - To elect interested members to the committee

- a) To receive the report from the Chair of the committee – appendix 2
- b) To resolve to agree the planning responses:
  - H09-0307-22 Amendment 4 - Amendment to western boundary -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0307-22&from=planningSearch>
  - H09-0670-22 Amendment 1 - Scheme Re-design -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>
  - H09-1022-22 Scramble Bike Track approved under H09-0665-20. Modification of Condition -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1022-22&from=planningSearch>
  - H09-1031-22 S73A CONTINUATION -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1031-22&from=planningSearch>
  - H09-1014-22 Proposed pair of semi-detached dwellings -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1014-22&from=planningSearch>
  - H09-1040-22 Proposed extension and alterations-  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1040-22&from=planningSearch>
  - H09-0670-22 Amendment 2 - Drive amendments (3942-21 02G) -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0670-22&from=planningSearch>
  - H09-0786-22 Amendment 2 - Amendment to drawing reference number in relation to the Affordable mix tenure plan (3117-A16-01 Rev D) -  
<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0786-22&from=planningSearch>



H09-1057-22 construction of food store -

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-1057-22&from=planningSearch> -

- c) To receive an update on the cemetery chapels roof
- d) To resolve to agree to amend the committees terms of reference from "Planning Committee" to: Planning, Properties, Emergency Planning & Speeding Committee (PPES)

#### **2022/3-095 – PR/IT Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – appendix 3
- b) To resolve to agree as recommended by the committee to amend Standing Order 3 (e) & 3(f)

#### **2022/3-096 – Events Committee - To elect interested members to the committee**

- a) To receive the report from the Chair of the committee – see appendix 4

#### **2022/3-097- Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 5
- b) To discuss and resolve to agree the recommendations of the committee the budget review for 2022/3
- c) To resolve to agree to authorise the payments for October 2022 and to note the income for October 2022 £11,749.25
- d) To note the Bank balances as of 31st October 2022, as: Account ending **4844** £3,022.50 Account ending **5394** £10,192.80 Account ending **01PC** £222,884.33
- e) To review the draft committee budgets for 2023/4 as recommended by the Finance committee
- f) To discuss and resolve to agree the additional spend on the cemetery chapels and from which budget this will come from
- g) To resolve to agree the telephone contract for the office

#### **2022/3-098 – Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on 12<sup>th</sup> December 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**

#### **2022/3-099 Unpublished policy**

- a) To resolve to agree the amendments to the unpublished policy

#### **2022/3-100 Allotments**

- a) To resolve to agree the situation with an allotment site

### **2022/3-101 HR, Health and Safety and Data Protection Committee - To elect interested members to the committee**

- a) To receive the report from the Chair
- b) To discuss and resolve to agree the update regarding a staffing matter(s)
- c) To resolve to agree the HR, Health and Safety & Data Protection draft budget
- d) To resolve to agree to serve notice on our HR advisors
- e) To resolve to agree the prices for HR services from September 2023

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

### **Appendix 1**

#### **Carters park**

An in depth discussion about the next actions about the slide agreements that it was not what was ordered and as the solutions offered by the company are not acceptable in relation to what we want to be delivered in the interest of the public. Therefore, the suggestion was tabled to request its removal.

Following the maintenance of the bowls club soon coming back under HPC and the bespoke needs it was suggested that a tender for the maintenance be investigated.

#### **Cemeteries**

Increase in cemetery fees were debated and have been recommended to full council.

Concerns were raised from parishioners on overhanging trees and dogs being let of the lead. The winter schedule of works is underway to address the tree and hedge work.

#### **Allotments**

Following the unoccupied allotments being reworked/re let the waiting list has been exhausted. Allotment re inspections will be carried out on 24th November. It was confirmed how allotment rents have been historically charged in arrears as current legislation states. Applications for fruit trees, sheds and a greenhouse were heard.

#### **Churchyard**

It was discussed to replant the war memorial in preparation for the upcoming remembrance celebrations. It was debated to as far as possible use sustainable planting.

#### **Tree work**

The tenders were deferred to the next full council meeting. At which point sealed tree work tenders were discussed in extraordinary meeting, six-week notice has been sourced from SHDC for conservation area work.



## Budgets 2023/4

2023/4 Budgets were discussed and debated and recommended to the Finance Committee at £67,072. Following debate, it was requested to put forward two budgets, one with projects included and one without. Budget without projects £47,572 due to a breakdown on project costs of Carters Park youth area £8000; Seating and Inclusive trampoline £6500; Netherfields £5000.

## Appendix 2

### PPES report

The planning applications we discussed, and comments agreed. We were unhappy with one application and wanted to look into it in more details, so we have added it to full council agenda to agree our comment.

The locations for the SIDs were agreed as Holbeach St Johns and Church St Work has started on the chapel roof and a contractor has been out to look at the windows to give an estimate for work required.

The bowls club lease has now ended and they will be returning the keys this week. We will be looking at costings for them and individuals to hire the area ready for the new season.

The lease for Holbeach Bank football club is due to expire next May so it was agreed to contact the Crown to seek their view on any future lease before contacting the club.

It was agreed to renew the lease on room 3 in Coubro subject to a small increase in rent due to the increased energy costs.

It was agreed to continue with the cleaning contract for Coubro.

Following the kind donation by Chosen we will be ordering the defibrillator for the phone box.

## Appendix 3

The calendars have been printed and it was agreed that they should go on sale for £4 each. Cllr Howden to deliver one to each of the local businesses that sponsored us in ITS production. Prize giving and photos are being arranged.

It was agreed to defer the discussions regarding the purchase of a camera for recording council meeting's to the next committee meeting.

It was agreed to publish an events calendar for next year and a resume of our events staged in 2022.

It was agreed that the next open forum will commence at 18.45 and run for 25 minutes before the full council meeting on Monday 14th November and will not be recorded or any notes taken. Members of the public present may also not film this.

The deputy clerk is to contact the drainage board for maps of Boston Road South.

It was agreed to recommend our proposed budget for 2023/24 to the finance committee.

Next meeting is at 3pm on 28th November at Coubro Chambers.





## Appendix 4

### Events report November

At our last meeting we finalised the details for remembrance which will take place on Sunday 13th November. The parade will start from the ex serviceman's club leaving at approx 2.15 and arriving at the war memorial at approx 2.30 for the wreath laying ceremony followed by a church service. We would like to thank the RBL and All Saints church for working with us to organise this act of remembrance.

The Christmas fayre will take place on 3rd December from 12 noon. The High St will be closed during the event from Barrington Gate to the traffic lights. There will be a mixture of food, craft and charity stalls on the High St and in the churchyard along with a snow globe and rodeo reindeer to keep people entertained.

All Saints church are organising a Christmas tree festival on the same day and we hope to decorate the trees in the churchyard with handmade decorations. If any groups or individuals wish to make decorations they can drop them in to the parish office by 1st December.

Santa will be there on the day at Jamie's Carpets giving out presents to the children. There will also be an advent duck trail around the town for children to find the clues and they can then collect a treat from our stall. We will also be selling the Holbeach calendar at the event.

At 4pm we will gather at the junction of Barrington Gate ready for the lantern parade. You can make your own lantern and bring it along, we will supply a battery tea light, or you can purchase a lantern from our stall on the day. Ideas for how to make your lantern will be on our Facebook page. The parade will go through the High St to the Christmas tree in the churchyard where there will be carols lead by All Saints choir.

We will also announce the winner of the best window competition on the day so lots going on through out the day. If anyone is free to help for a couple of hours during the event please let either myself or the clerk know.

We discussed ideas to celebrate the Coronation next year and we will be putting together the details at our next meeting.

## Appendix 5

### Finance committee report 7th November 2022

Budgets for this financial year were reviewed, we still need to remain cautious due to the continued uncertainty in the energy market.

Next year's draft budget has been reviewed and we will be in the position to submit a final budget for the December meeting of the full council.

The Clerk and I are arranging a meeting with the council's investment advisors. In this time of uncertainty, we need to ensure that our capital investment is totally secure.