

06/12/2022

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 12<sup>th</sup> December 2022 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 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.

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

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **2022/3-102 - Apologies for absence**

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

### **2022/3-103 - 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.

### **2022/3-104 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 21<sup>st</sup> November 2022 and to authorise the Chair to sign the official minutes.

### **2022/3-105 - 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

### **2022/3-106 - Finance Committee**

- a) To receive the report from the Chair of the Committee – see appendix 1
- b) To resolve to agree to authorise the payments for November 2022 and to note the income for November 2022 of £7,811.78

- c) To note the Bank balances as of 30<sup>th</sup> November 2022 as follows:  
Account ending **4844** £5,760.46                      Account ending **5394** £37,588.95  
Account ending **01PC** £183,227.98
- d) To review the insurance renewal as recommended by the committee
- e) To resolve to agree the vehicle insurance renewal
- f) To resolve to agree the s.137 spend of £38.39 on sweets for the Christmas Fayre and the s.137 spend of £1.67 on cleaning products for the war memorial at Holbeach St Johns
- g) To resolve to agree the Cash Handling Policy as recommended by the Finance Committee
- h) To resolve to agree the recommendation of the committee to purchase of genuine parts for the Kubota
- i) To resolve to agree the recommendation of the committee the budget review in that the Council sell the remaining red diesel and the Clerk speak to the Tree officer re the cedar in Park Road Cemetery

**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 for agenda item 2022/3-107 & 2022/3-108 only (public can re-enter after these agenda item)**

**2022/3-107- Staff salaries**

- a) To resolve to agree the staff salaries for the 2023/4 Budget

**2022/3-108- Bowls lawn maintenance**

- a) To resolve to agree the price of the tender for Bowls green maintenance

**2022/3-109 – Budgets 2023/4**

- a) To resolve to agree the budget for 2023/4 including projects as recommended by the Finance Committee and for the Chair to sign the Precept

**2022/3-110 - Open Spaces Committee - To elect interested members to the committee**

- a) To resolve to agree the allotment payment procedure when signing an allotment lease

**2022/3-111 - 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 – see appendix 2
- b) To resolve to agree the planning & TRO responses:

Application No:	Proposal:
H09-1118-22	RESERVED MATTERS (Phase 3) - outline approval H09-0521-14
H09-0851-22	AMENDMENT RECEIVED Residential Development for One Dwelling
H09-1119-22	Erection of 12 commercial units with associated access
H09-1134-22	Proposed garage and games room

TRO	Proposed speed limit change Penny Hill
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- c) To receive an update on the cemetery chapels roof and resolve to agree the way forward
- d) To resolve to agree to support a parishioner regarding a speed reduction on the B1166 Shepeau Stow/Holbeach Drove
- e) To discuss pedestrian safety in Park Road and to resolve to agree to support parishioners in their initiative, as recommended by the committee.
- f) To resolve to agree to write to SHDC regrading developments within Holbeach, s.106 agreements and infrastructure improvements as recommended by the committee and to publish this letter.

**2022/3-112 - PR/IT Committee**

- a) To resolve to agree the recommendation of the committee the amendments to the community engagement and communication policy to include aspects of Mablethorpe's public participation at meetings policy
- b) To resolve to agree the spend on leaflets to be inserted into newspapers
- c) To resolve to agree to purchase the CCTV signage

**2022/3-113 - Events Committee**

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

**2022/3-114 – Committee Structure**

- a) To resolve to agree to amend the committees by merging PR into Events and IT in Finance
- b) To resolve to agree to amend the Terms of Reference for Events & Finance

**2022/3-115 - Confirmation of date and venue of the next Parish Council meeting**

- a) The next meeting of the Parish Council will be on Monday 16<sup>th</sup> January 2023 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**

**2022/3-116 - Carters Park**

- a) To resolve to agree the arrangements for opening Carters Park during the Christmas shutdown

**2022/3-117 – Holbeach Bank**

- a) To resolve to agree the option regarding the lease renewal for Holbeach Bank FC

**2022/3-118 - HR, Health and Safety and Data Protection Committee**

- a) To resolve to agree the Staff holidays over the Christmas holiday
- b) To resolve to agree the arrangements with staff salaries for December
- c) To receive the report from the Chair of the committee



## **Supporting Documents:**

### **Finance Chair Report:**

Finance committee met on the 5th December. Normal activities were proposed and agreed to go to the next full council meeting.

This year's budgets were reviewed and as last month we continue to be cautious on any further spend. Next year's budgets, with and without project were reviewed and approved to go to full council.

We discussed the purchase of spare parts that were required for the older Kubota. Current investments will be reviewed with the financial advisor on the 15th December. Finally, we have to thank the clerk for producing the cash handling policy procedure document.

### **Planning, Properties, Emergency Planning and Speeding Chair Report:**

All the planning applications were discussed, and comments agreed at our last meeting. Following discussions about an application to reduce the affordable housing numbers the committee decided to draft a letter raising our concerns with the planning process which is an agenda item for full council.

Having raised the issues with pedestrian safety in Park Rd several months ago and requesting some form of crossing there are now more concerns being raised by the public. The committee feels we should revisit this and ask LCC to look again at what can be done.

Following more accidents at Saturday Bridge it was agreed to ask for an update on any proposed improvements.

Holbeach Bank Football club lease will expire in May 2023, and this is a separate agenda item at full council.

### **Events Chair Report:**

The Christmas fayre went extremely well with the town busy all day. We have had some very positive comments from the public and traders and also a few negatives which we will discuss in detail at our next events meeting. We hope to arrange a meeting for any interested parties in the New Year to start the planning for next year's event.

It has been a busy year for the committee, and we are looking forward to next year's events which we hope to grow and improve. If anyone is interested in helping out at these events or have any ideas for new events, please get in touch with the clerk.