

Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 13th May 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:01 with no Open forum.

Present: Councillors: Paul Foyster, Evelyn Penny, Kelly Wilson, Rachel Flood, Tony Lomax, Eddie McNally, Stephen Johnson, Graham Rudkin, Carol Rudkin, Michelle Manley, Isobel Hutchinson, Millie Howard and Sophie Hutchinson.

County Cllr Nick Worth and two members of the public were also in attendance.

David Boyce: Clerk
Chris Seymour: RFO

1. Appointment of Chairman

It was proposed and **agreed** that Tony Lomax be Chairman for this year. Cllr Lomax signed his acceptance of office, disclosable pecuniary interest form, dispensation form and took the chair.

The Chairman thanked the previous Chairman as well as all members returning and otherwise for their service to Holbeach Parish Council.

2. Appointment of Vice Chairman

It was proposed and **agreed** that Rachel Flood be the Vice Chair. Cllr Flood signed her acceptance of office, disclosable pecuniary interest form, dispensation form and took the vice chair.

3. Clerks Report

The Clerk reported that, following the uncontested election, eleven members for the Town Ward, two members for the Hurn Ward and one for the St Johns Ward. They had all received their code of conduct and signed their acceptance of office, disclosable pecuniary interest forms and dispensation forms.

The Clerk informed that there were still vacancies, one on the Town Ward, one on the Drove Ward and two on the Hurn Ward which would be advertised in due course to be filled by Co-option.

4. Apologies

Councillor John Spencer had given his apologies which were **accepted** by the Council.

5. Appointment of Chairman for the following working parties & committees

- a. Cemeteries & Closed Churchyard was nominated and **agreed** as Rachel Flood and Deputy was **agreed** as Carol Rudkin

- b. Cemetery Chapels and Conservation representation was discussed but no agreement made.
- c. Parks & Playing Fields Chair was nominated and **agreed** as Kelly Wilson and Isobel Hutchinson as the Deputy.
- d. The Allotments and Chair was nominated and **agreed** as Graham Rudkin and Carol Rudkin as Deputy.
- e. The Chair of Properties was nominated and **agreed** as Isobel Hutchinson with deputy as Sophie Hutchinson.
- f. The Chair of Planning was nominated and **agreed** as Paul Foyster and Sophie Hutchinson as Deputy.
- g. The Holbeach Bank Playing Field Chair was nominated and **agreed** as Eddie McNally with Rachel Flood as Deputy
- h. The Chair of Finance was nominated and **agreed** as Millie Howard with Rachel Flood as Deputy.
- i. The Chair of the Nature Reserve was nominated and **agreed** as Tony Lomax.
- j. The members of the Finance Working Party were **agreed** as all the Chairs as well as an independent who was **agreed** to be Michelle Manley. It was also **agreed** at this point that the Chairs could be represented by their Deputies where the Chair could not attend.
- k. The Chair of Data protection, PR and Social media Working Party was nominated and **agreed** as Stephen Johnson with Millie Howard as Vice.
- l. The Chair of HR & Health and safety Working Party was nominated and **agreed** as Stephen Johnson and deputy of Kelly Wilson.

6. Appointments to other bodies

It was discussed as to the validity of those bodies and the representations therein. It was **agreed** for the following representations:

- Isobel Hutchinson and Paul Foyster to represent on the Holbeach United Charities
- Isobel Hutchinson and Sophie Hutchinson to be representatives on the Holbeach Farmer Education Foundation
- Evelyn Penny to be representative for the Voluntary Car Scheme

The item was **agreed** to be carried to the next agenda for further appointments.

7. Declarations of Interest

Members were reminded of the book at the front and told how it worked and when they might like to sign it.

8. Minutes of previous Meeting

The minutes of the meeting of the 8th April 2019 were **agreed** as a true record by members.

9. Police, County and District Matters

- (a) The Clerk informed members that the Police had decided to withdraw their inclusion in the Parish Council meetings and instead asked that any issues be sent to them accordingly.
- (b) County Councillor Nick Worth congratulated the Chairman on his appointment as well as those members around the table. Cllr Flood asked about the repair to the Highway down Boston Road and Cty. Cllr. Nick Worth informed members that the moving silt that makes up the ground below is likely due to the old river that ran along here & that Highways were continuing to monitor it.
- (c) There were no District updates at this time.

10. Highways Matters

- (a) The following Road Closures were reported by the Clerk:
 - Low Lane, from 20/05/2019 to 22/05/2019 for essential maintenance works.
 - Wignals Gate from Hallgate to 100 metres west from 20/05/2019 to 17/06/2019 for essential maintenance works.
 - Little Marsh Lane from 17/06/2019 to 19/06/2019 for essential maintenance works.
 - Sots Hole Bank on the 12/06/2019 for essential maintenance works.

11. Allotments

- (a) The Chairman of Allotments reported that there had been some anti-social behaviour including vandalism down at the Battlefields allotments which he hoped to combat with some CCTV as the previous system had been smashed down by vandals.

12. Carters Park, Stukeley Grounds, and Parish Playing Field

- (a) The Chairman of Parks and Playing Fields reported that the trim trail, basket swing and play panel had all been installed successfully and thanked the Clerk and park staff for their hard work and contributions to getting this completed. Cllr Wilson also informed members that one of the cameras had been removed without permission which, along with one more incident, had been reported to the police. The wild flower area in the picnic area had now been seeded and a business trying to charge Parishioners for the use of Netherfields had been contacted via their Facebook advert to seek clarity and rectify the situation by the Clerk. The Dog Run had been reopened and the feedback about the delay had been acknowledged.
- (b) It was **agreed** that the dog run, subject to the discretion of managing staff due to weather conditions with the final say being with the Council, would be maintained open between 1st March and the 30th October.

13. Cemeteries – All Saints, Park Road and Hallgate

(a) The Chairman of Cemeteries and Closed Churchyard's reported that when she had been down at the Hallgate cemetery she had observed some grass trimmings had been placed in the bin there. Cllr Flood suggested that there needed to be a more regular maintenance approach down there as it was not well looked after, having cleared two bags of weeding herself from the driveway alone.

(b) This item was taken into closed session, where it was **agreed** to award the holly tender for the Park Road cemetery to A J Nursery Stock and a letter be sent from the Clerk to confirm this.

(c) The options to complete the paving at the Hallgate cemetery were taken into closed session where it was **agreed** to receive the donation offered.

(d) Memorial inscriptions and burial reserved plots were signed as approved as follows:

- Taylor, A147, Hallgate, burial
- Taylor, A148, Hallgate, reservation
- Baker, CRD11, Park Road, burial
- Stratford, CRD12, Park Road, burial
- Kent, 4U, Park Road, burial
- Buchan, A151, Hallgate, burial,
- Buchan, A150, Hallgate, reservation
- Lynn, A152, Hallgate, reservation
- Godfrey, A154, Hallgate, reservation
- Loughlan, 176EE, Park Road, reservation
- Brooks, 150FF, Park Road, reservation

14. Fishpond Lane Nature Reserve

(a) The Chairman of the Nature Reserve reported that there was a noticeable difference in the Moorhen and Coot population down there following the work to clear the habitat from being too overgrown

15. Holbeach Bank Playing Field

(a) The Chairman of Holbeach Bank Playing Fields reported that the football club were currently working on fundraising ideas for the forthcoming season, the AGM is on the 25th May and that the grass cutting had started off well.

16. Planning Applications

(a) The Chairman of Planning reminded members of the importance of commenting, even if there was nothing further to add than "no comment". Members were reminded of the material considerations for planning that were required before any objection would be looked at.

17. Property

(a) The Chairman of Properties reported that there was a leak at the flat 4a High Street that was in the midst of being repaired.

18. Financial statement and presentation of payments for approval

Minutes of a meeting of Holbeach Parish Council on the 13th May 2019

(a) The Chairman of Finance Report was delivered by the RFO where the current position of the Council was explained.

(b) Payment List was presented for approval for payment. The work boots cost was raised as well as the internal auditors. It was recommended that PPE purchasing practices would go onto the HR and finance working party agendas and the RFO explained the role of the Internal Auditor and time taken.

(c) The Financial Statement was delivered as below:

BANK RECONCILIATION AS AT APRIL 30TH 2019

BANK ACCOUNTS

| | |
|--------------------------|-----------|
| CURRENT ACCOUNT 50494844 | £3,000.00 |
|--------------------------|-----------|

LESS UNPRESENTED

| | |
|------------------|----------|
| CHEQUES/PAYMENTS | -£360.00 |
|------------------|----------|

| | |
|--|-----------|
| | £3,360.00 |
|--|-----------|

| | |
|-------------------------|-------------|
| BUSINESS SAVER 90915394 | £172,025.34 |
|-------------------------|-------------|

| | |
|--------------|------------|
| CCLA ACCOUNT | £80,899.82 |
|--------------|------------|

| | |
|---------------------|------------|
| FIDELITY INVESTMENT | £50,655.53 |
|---------------------|------------|

| | |
|------|--------|
| COIF | £50.00 |
|------|--------|

| | |
|---------|-------------|
| balance | £306,990.69 |
|---------|-------------|

CASH BOOK

| | |
|-------------------------|-------------|
| BALANCE BROUGHT FORWARD | £112,499.61 |
|-------------------------|-------------|

| | |
|--------------|-------------|
| ADD RECEIPTS | £219,630.14 |
|--------------|-------------|

| | |
|--|-------------|
| | £332,129.75 |
|--|-------------|

| | |
|---------------|------------|
| LESS PAYMENTS | £25,139.06 |
|---------------|------------|

| | |
|---------|-------------|
| balance | £306,990.69 |
|---------|-------------|

*UNPRESENTED CHEQUES

| | |
|---------|----------|
| to bank | -£360.00 |
|---------|----------|

| | |
|-------|----------|
| TOTAL | -£360.00 |
|-------|----------|

(d) The Internal Auditors Report was received, considered and **approved**.

(e) The Annual Governance Statement (Section 1 of the Annual Return) was considered and **approved**.

(f) The Statement of Accounts (Section 2 of the Annual Return) was considered by members and **approved**.

(g) It was **agreed** by members to authorise the Chairman to sign the Annual Return for return to the External Auditor.

19. Staffing Matters

It was resolved to take in closed session. Here the following decisions were made:

- The monthly chair, clerk and Working Parks and Cemeteries manager meeting was agreed to be held the week before the finance meeting to allow any actions to be communicated to the relevant working party or staff member in good time, with the opportunity for the Working Parks and Cemeteries manager to update the council as to anticipated and completed works. It was also **agreed** that the park team must be represented at every monthly

meeting and so in exceptional circumstances a representative would be required to communicate what was happening in the open spaces.

- The apprentice appointment was deliberated and it was agreed to appoint Brandi Rogan to the role.
- The HR working party additional members were **agreed** as Tony Lomax and Isobel Hutchinson
- The PR working party additional members were **agreed** as Sophie Hutchinson and Rachel Flood.

20. To agree the Co-option Policy

Members deliberated the co-option policy in preparation of the 4 vacancies that the Parish Council held. It was **agreed** by the Council.

21. Any other business by leave of Chairman

The Chairman reminded members that this is not a forum for surprise items but welcomed items for the agenda the week before the finance meetings are held.

22. Confirm date and venue of next Parish Council Meeting

June 10th, 2019 at Methodist Church Hall, Albert Walk, Holbeach.

23. Agenda items for next Meeting

- Appointments to other bodies

The meeting closed at 20:03, the meeting finished at 20:28.

Minutes of a meeting of Holbeach Parish Council on the 10th June 2019

Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 10th June 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:01 following the Open forum.

Present: Councillors: Paul Foyster, Kelly Wilson, Rachel Flood, Tony Lomax, Eddie McNally, Stephen Johnson, Graham Rudkin, Carol Rudkin, Michelle Manley, John Spencer, Isobel Hutchinson, Millie Howard and Sophie Hutchinson.

County Cllr Nick Worth and two members of the public were also in attendance.

David Boyce: Clerk

Chairman Tony Lomax chaired the meeting.

Open forum

There were no items raised in the public forum.

The Parish Council meeting opened at 19:00

1. Apologies (Clerk)

The Clerk reported that Cllrs Carol Rudkin and Evelyn Penney and RFO Chris Seymour gave their apologies which were **accepted**. The Press also offered their apologies.

2. Clerks Report – Vacancies on Town Ward, Hurn Ward and Drove

The Clerk reported to members that following the elections of the 2nd May 2019 there were currently four vacancies, including two seats on Holbeach Hurn, one seat on Holbeach Drove and one on Holbeach Town which would remain available for co-option until such time that they are filled.

3. Declarations of Interest

Members were reminded of the book and that should they have any interest on any item to declare it in the book or during the meeting at any time.

4. Minutes of previous Meetings

The minutes of the meeting of 13th May 2019 were discussed and an amendment proposed by the Chairman to remove the appointment of the Chair of Cemetery Chapels Trust as that role has not existed for the Council or the Trust and to instead have agreed the representatives under agenda item 17. Otherwise, the minutes of the meeting of the 13th May 2019 were **agreed** as a true record and the Chairman duly signed them.

Minutes of a meeting of Holbeach Parish Council on the 10th June 2019

5. Police, District and County Matters

- (a) There were no police matters raised by Members and nothing to report from the Police.
- (b) Cllr Graham Rudkin was invited to comment on District matters however at this early stage he had nothing to report.
- (c) County Councillor Nick Worth reported that the Fishpond Lane yellow lines were on the way around the corner for improved visibility. The entrance to Waterside Gardens would be requested at the same time. Cllr Worth also rose that he had been working on the Holbeach Transport Plan which had started at the initial consultation at the University of Lincoln and wanted to stress it was a strategy for gaining funding not a policy or Town Plan.

6. Highways (Clerk)

- (a) There were no road closures reported by the Clerk however a speed consultation was brought to Members attention that the B1166 was a good fit to reduce the limit to 50 mph. It had also arisen that Dog Drove North and Dog Drove South that connected to the B1166 were proper candidates for a reduction in limit to 30mph, with both these changes being enforced should no further comments be made.
- (b) The response to the Boston Road Car Park initial decision by SHDC was discussed where, contrary to the SHDC response, there had been a number of material changes such as it no longer being a through route or proper space for anti-social behaviour, the increased demand in parking and increase on demand with the building of new developments locally. It was noted that the 25 spaces on the Boston Road side which had been requested would make a significant impact on this demand which was currently being served. It was **agreed** to challenge the decision.

7. Allotments (Cllr Graham Rudkin)

- (a) The Chairman of Allotments reported that there was little to report except a spate of vandalism and break ins had occurred and he had investigated options for a CCTV system, bringing a quote for £850.00 to the table, which members **agreed**.
- (b) The date of Allotment Inspection was deferred to the next meeting.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

- (a) The Chairman of Parks and Playing Fields reported that there had been some issues post installation of the new trim trail in Carters Park however the team had contacted the company and it was now resolved. It was also noted that Cllrs Isobel Hutchinson, Kelly Wilson and Nick Worth were having a meeting regards the permissions in William Stukeley to sort out the Deed of Understanding and other proposals, as well as the other issues in the Park.
- (b) The members **agreed** on matching the UAH funding of £150.00 to install a bin in Carters Park next to the congregation area.
- (c) The members deliberated the item and, once written confirmation was achieved, that they **agreed** on the use of the s.106 monies for play equipment in Netherfields Park to serve the new and existing developments that side of town.
- (d) The members **agreed** for Holbeach Regeneration to use Carters Park for the Holbeach Food Fair on the 6th and 7th July 2019.
- (e) Following an update that the Army Cadets use their own public liability insurance and their own risk assessments, the members **agreed** to allow the Army Cadets usage of William Stukeley Playing Field.

Minutes of a meeting of Holbeach Parish Council on the 10th June 2019

9. All Saints, Park Road and Hallgate cemeteries (Cllr Rachel Flood)

(a) The Chairman of Cemeteries and Closed Churchyard's reported that a wheel barrow full of concrete had been left in the wheelie bin at Hallgate cemetery and wanted to review the contract. Cllr Flood also reported that there had been some feedback regards to the safety testing of the memorials and she had worked closely with local masons and the Clerk to come up with a response. Members were updated that the roadway at Hallgate had been sprayed and that the All Saints Churchyard had a lot of brushwood in it at the moment which was in hand.

(b) Memorial inscriptions and burial reserved plots were signed as approved as follows:

- Kent – Park Road - Memorial – 4U
- Dobbie - Park Road – Memorial – 183H
- Smith - Park Road – Burial – 170BBBB
- Smith - Park Road – Memorial – CRD15
- Smith - Park Road – Burial – CRD15
- Tingle - Park Road – Memorial – CRD13
- Ebbage – Hallgate – Double memorial – A141 & A142

10. Cemetery Chapels (Cllr John Spencer)

(a) The Chairman waived this item in lieu of the challenge to the minutes and it being addressed later in agenda item 17.

11. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) The Chairman of Holbeach Bank Playing Fields reported that he had been to the recent football club AGM with Cllr Flood, where it was noticed that the fence had given way and needed repairs. It was **agreed** to pursue quotes for repair.

12. Planning (Cllr Paul Foyster)

(a) The Chairman of Planning reported that all necessary planning applications had been commented on. It was brought to Members attention that some residents felt that the viability of the passed plans was very low for the Chequers and the Bell, it was felt that there were short term plans to change it to flats. It was **agreed** for Cllr Foyster to speak to the developers about the concerns.

(b) The Chair of Planning wanted to collate Members responses to the SHDC Holbeach Transport plan as it looked like a Town Plan and send them back and so invited comments.

13. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that the football club plans were available in the office should members wish to see them. Cllr Hutchinson informed members that following the Health and Safety delivery she had reviewed the actions required for Coubro Chambers and would bring to the table the compliance requirements.

14. Financial statement and presentation of payments for approval (Cllr Millie Howard and RFO)

(a) The Chairman of Finance report including recommendations of Finance Working Party of 3rd June 2019 was accepted by the Council. The cheque register totalling £16,846.09 was **agreed** by members and signed as a record.

(b) Financial Statement was delivered as follows:

Minutes of a meeting of Holbeach Parish Council on the 10th June 2019

BANK RECONCILIATION AS AT 31st MAY 2019
2019

| | |
|------------------------------|-------------------|
| BANK ACCOUNTS | |
| CURRENT ACCOUNT | £3000.00 |
| 50494844 | |
| LESS UNPRESENTED CHEQUES ETC | -£20.00 * |
| | £3020.00 |
| BUSINESS SAVER 90915394 | £63483.17 |
| CCLA ACCOUNT | £180899.82 |
| FIDELITY INVESTMENT | £49048.57 |
| COIF | £50.00 |
| | balance |
| | £296501.56 LINE 8 |
| CASH BOOK | |
| BALANCE BROUGHT FORWARD | £112499.61 |
| ADD RECEIPTS | £228104.04 |
| | £340603.65 |
| LESS PAYMENTS | £44102.09 |
| | balance |
| | £296501.56 LINE 8 |
| *UNPRESENTED CHEQUES | |
| Money to | -20.00 |
| be banked | |

- (c) The motion to approve Standing Orders was deferred to next meeting
- (d) The motion to approve Financial Regulations was deferred to next meeting
- (e) The motion to approve Internal Financial Controls was deferred to next meeting
- (f) The motion to approve Financial Risk Assessment was deferred to next meeting

15. Nature Reserve (Cllr Tony Lomax)

- (a) The members received the Chairman of the Nature Reserves report, where Cllr Lomax explained that the area had very little to report.
- (b) The members were explained to that to progress the area a bio diversity report was essential to be able to bid for funding towards improving the diversity of the wildlife within it. It was **agreed** to pursue a grant for a bio diversity report and signage.

16. Staffing Matters

It was resolved to take in closed session, where the following agreements were made:

- It was agreed to use Google calendar to book members in with the office staff as well as display office availability of the RFO and Clerk.
- It was agreed to authorise the Clerk to incur up to 4 hours overtime for the litter pickers.

17. To appoint members to the following bodies:

- The Wyde Croft Wind Farm representative was **agreed** as Cllr Lomax.
- The decision to appoint Flood Wardens was deferred until next month so more information could be sought.

Minutes of a meeting of Holbeach Parish Council on the 10th June 2019

- The representatives for the Cemetery Chapels Trust were **agreed** as Cllr John Spencer, Cllr Isobel Hutchinson and Cllr Rachel Flood.

18. To discuss the findings of the Health and Safety review (Stephen Johnson)

It was **agreed** to take this item into closed session under GDPR as commercially sensitive information which will be published at a later date, where members were informed of their responsibilities.

19. Any other business by leave of Chairman

It arose here that there hadn't been a speed sign noticed around the Parish. The Clerk informed members that they had not appointed anyone following the resignation of Cllr Zawisza. It was requested to put onto the next agenda.

20. PR working party (Stephen Johnson)

(a) The members received the working party report which informed members that the working party were currently reviewing policies in preparation of increasing the Council's visibility.

(b) The members **agreed** to have representation at the Holbeach Food Festival.

21. Confirm date and venue of next Parish Council Meeting

July 8th 2019 at Methodist Church Hall, Albert Walk, Holbeach.

22. Agenda items for next Meeting

- Date of allotment inspection
- The planning policy
- The Health and Safety building remediation needs
- The financial governance deferments
- The appointment of a flood warden
- The appointment of a speed champion

The meeting closed at 19:50

Minutes of a meeting of Holbeach Parish Council on the 8th July 2019

Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 8th July 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:04 following the Open forum.

Present: Councillors: Rachel Flood, Tony Lomax, Eddie McNally, Stephen Johnson, Carol Rudkin, Michelle Manley, Evelyn Penney, John Spencer, Isobel Hutchinson, and Sophie Hutchinson.

County Cllr Nick Worth and seven members of the public were also in attendance.

Clerk: David Boyce

Apprentice Clerk: Brandi Rogan

RFO: Chris Seymour

Chairman Tony Lomax chaired the meeting.

Open forum 18:58

The Chairman suspended the open forum to allow the Cemetery Chapels Trust to talk in regards to a conservation project they were completing on them to make them into a viable business for their long term preservation. The update delivered included details such as after ten years of planning and working with grant bodies a viable option had been formed for proposal to Planning authorities as well as grant bodies but they needed the Parish Council support, both endorsement and or financially, with the total cost of the project being around £600,000 to restore them with £350,000 being essential works costs.

The Parish Council meeting opened at 19:04

1. Apologies (Clerk)

The Clerk reported that Cllrs Kelly Wilson, Millie Howard, Graham Rudkin and Paul Foyster gave their apologies which were **accepted**. The Press also offered their apologies.

2. Clerks Report – Vacancies on Town Ward, Hurn Ward and Drove

The Clerk reported to members that following the elections of the 2nd May 2019 there were currently four vacancies, including two seats on Holbeach Hurn, one seat on Holbeach Drove and one on Holbeach Town which would remain available for co-option until such time that they are filled.

3. Declarations of Interest

Members were reminded of the book and that should they have any interest on any item to declare it in the book or during the meeting at any time.

Minutes of a meeting of Holbeach Parish Council on the 8th July 2019

4. Minutes of previous Meetings – 10th June 2019

The minutes of the meeting of the 10th June 2019 were **agreed** by members and duly signed by the Chairman.

5. Police, District and County Matters

(a) The Police reported via the Clerk that there had been an increase in thefts from sheds and outbuildings in Holbeach with power tools being the choice item for theft. It was also reported about an increase of scams via phone and an appeal made for any community groups who would want a talk to help prevent it from the Police to come forward and ask, as well as the priorities locally being speeding and drugs. The Clerk reported that the police had increased their presence in the Park following some reports of the use of cannabis, however there were no issues they have found and the public response to the Police was that there wasn't an issue here.

Cllr Flood brought up some reported graffiti in the A17 underpass which was to be reported to the Police, the University Academy Holbeach and the SHDC Pride team.

(b) During District matters, Cllr Nick Worth was asked about the toilets, when they would be renovated and properly cleaned. He replied that he wasn't working directly on them, however was aware that there was a replacement plan being discussed as a deep clean even makes little difference due to their age and current condition, but had no date for this work to be completed.

(c) Under County matters Cllr Nick Worth reported that the Food Festival the preceding weekend was a great success and thanks the Parish Councillors who contributed. He updated that Boston Road North was an urgent priority, with the two sunken dips now causing issues for fire appliances. The County Highways were chasing Anglian Water to remediate the situation. Cllr Worth also reported that the County Council was reviewing a number of flooding issues including across Holbeach following the approximately 8" of rain that was received in a very short space of time. Cllr Penney challenged about the placement of road closed signs on Boston Road North last time there was remedial work.

Cllr Flood reported that there was a dip developing in North Parade near the one way system, which was requested to be reported.

6. Highways Matters (Clerk)

(a) The Clerk reported the following road closures:

- Wignals Gate from Hallgate to a point 100 metres West from 20/05/2019 to 28/06/2019 by D Brown Building Contractors LTD for essential maintenance works.
- Boston Road South from the A17 to the B1515 from 25/07/2019 to 31/07/2019 by Highways for essential maintenance works.
- Wignals Gate from Maple Grove to a point 35 metres west from 14/08/2019 to 16/08/2019 by Anglian Water for essential maintenance works.

(b) The members deliberated appointing Speed Awareness Volunteers where was **agreed** that Cllr Michelle Manley would take on putting up the speed awareness sign. Cllr Graham Rudkin reported that he had already installed it on the approved site down Spalding Road this month.

(c) Cllr Isobel Hutchinson explained to Members that it was the same hotspots in town that are well known for their propensity to flood when heavy rain hits and there should be action taken to remediate the situation for residents. It was noted that

Minutes of a meeting of Holbeach Parish Council on the 8th July 2019

there were recognised drainage issues in these hotspots. It was **agreed** to send a letter regarding the flooding areas to Highways to challenge what would happen and when in the following recognised areas; Edinburgh Walk, Barrington Gate, Lyndis Walk and Battlefields Lane.

7. Allotments (Cllr Graham Rudkin)

(a) The Clerk reported in the Chairman of Allotments absence that there was not a lot to report except that the CCTV had been booked to go in next week to help deter vandals.

(b) The date of the allotment inspection was **agreed** on 30th July 2019 at 18:00.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

(a) In the Chairman of Parks and Playing Fields absence, Cllr Isobel Hutchinson reported that there was little to report but the Stukeley deed of understanding had gone by the wayside and needed progressing and that the Working Parks and Cemeteries manager had not reported any problems.

(b) The members discussed the use and siting of the Oxford Gardens section 106 monies, where members were updated that they had it reconfirmed from SHDC that the agreement held the ambiguity to be able to use it in other locations. Cllr Johnson told members that the residents of Oxford Gardens were unhappy there was never a play area put into the site and it was unclear as to the ownership or responsibility to maintain it. It was agreed to investigate the ownership and responsibility.

Members were made aware of an opportunity to buy second hand play equipment from another Parish Council, with the costs of equipment, removal and transport around the £5000 mark but that Castor Council needing to know of Holbeach's interest. It was **agreed** to progress with the purchase of the second hand equipment and to decide on where it was going at a later date.

(c) Members discussed allowing SHDC use of Carters Park on the 16th August 2019 for a young people community event and **agreed** on it.

(d) Members considered allowing "Give It Some Fizz" temporary use of Netherfield for walking football from 09:00 to 10:00 on Saturdays in July and August 2019 and **agreed** to the use until the end of August with the amendment of a fixed term in writing as well as requirement of sight of proper public liability insurance for the period before commencement, after the fixed period a proper hire agreement to be drawn up.

9. Cemeteries – All Saints, Park Road and Hallgate (Cllr Rachel Flood)

(a) The Chairman of Cemeteries and Closed Churchyard's reported that she was very pleased at the condition of the closed churchyard and wanted to pass her thanks to the Parks team. There were some minor issues however there was a walk around booked for the coming Friday with the Working Parks and Cemeteries Manager. Cllr Flood reported that the Hallgate project was ongoing and that the stakeholders had been away, however she would meet with them shortly to get some progress.

Cllr I Hutchinson proposed that the Council agreed in principle with the project delivered by the Cemetery Chapels Trust, which was **agreed**, subject to full authority once South Holland District Council Planning have proposed any amendments.

(b) Memorial inscriptions, burial and reserved plots were presented for approval as below:

- Cade – Reservation – Park Road - CR D16

Minutes of a meeting of Holbeach Parish Council on the 8th July 2019

- Eley – Burial – Park Road – 167EE
- Porter – Reservation – Park Road – 187R
- Hefford – Reservation – Hallgate – CR A46
- Hefford – Reservation – Hallgate – CR A47
- Smith – Burial – Hallgate – CR A48
- Smith – Burial – Hallgate – CR A48
- Gregory – Burial – Hallgate – A156
- Gregory - Reservation – Hallgate – A155
- Howard – Burial – Park Road – 151QQ

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) The Chairman of Holbeach Bank Playing Fields reported his thanks to the Parks team regards to fixing the fence.

(b) It was **agreed** to allow the closure of the park for the Football club from 08:30 to 20:00 on 20th July 2019.

11. Planning (Cllr Paul Foyster)

(a) The vice Chairman of Planning's report in the Chairman's absence commented on them both being included in any planning comments to ensure continuity if one of them were unavailable as there was one planning application that had not been commented on. Cllr S Hutchinson then shared about how she had completed some direction at SHDC to find out more about access to s.106 monies and how open spaces were a key consideration going forward, to which an appeal was made for all members projects to be collated for the planning committee to deliberate and put forward for future building projects.

(b) The members considered and **agreed** the planning policy.

(c) The members **agreed** to appoint a planning working party, with the Chair of planning as the chairman without casting vote. It was **agreed** that the additional members to the Chair and Vice of planning would be Cllrs Evelyn Penney, Eddie McNally and Isobel Hutchinson.

12. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that there had been a leak at 2 High Street during the heavy rain which had now been repaired.

(b) After deliberation of the quotes, it was **agreed** for Ian Brown to install the fire safety options for Coubro Chambers following the health and safety report, as well as complete the electrical condition report for the chambers, provided he could complete it in a reasonable timescale.

13. Financial statement and presentation of payments for approval

(a) The Chairman of Finance report including recommendations of Finance Working Party of 2nd July 2018 was duly accepted by the Council, with one item to go into closed session where it was agreed to re invoice the rent in question to be paid upfront instead of arrears and write off the discrepancy amount. The members were presented with the cheque register totalling £15,213.31 which were **agreed** by members.

(b) The RFO delivered the Financial Statement as below:

BANK RECONCILIATION AS AT 30th JUNE 2019
BANK ACCOUNTS

Minutes of a meeting of Holbeach Parish Council on the 8th July 2019

| | |
|------------------------------|-------------------|
| CURRENT ACCOUNT 50494844 | £3036.89 |
| LESS UNPRESENTED CHEQUES ETC | £0.00 * |
| | £3036.89 |
| BUSINESS SAVER 90915394 | £48708.44 |
| CCLA ACCOUNT | £180899.82 |
| FIDELITY INVESTMENT | £52388.76 |
| COIF | £50.00 |
| balance | £285083.91 LINE 8 |
| CASH BOOK | |
| BALANCE BROUGHT FORWARD | £112499.61 |
| ADD RECEIPTS | £235307.18 |
| | 3347631.79 |
| LESS PAYMENTS | £62722.88 |
| balance | £285.83.91 LINE 8 |
| *UNPRESENTED CHEQUES | £0.00 |

- (c) The members **approved** the Investment Strategy Policy
- (d) The members **approved** the Standing Orders
- (e) The members **approved** Financial Regulations
- (f) The members **approved** Internal Financial Controls
- (g) The members **approved** Financial Risk Assessment
- (h) The members **agreed** on the grant request from the Millennium Lighting Committee

14. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) The members received the Chairman's report in which Cllr Lomax shared with members that he had been and cleared the area of overgrowth and has identified a grant to apply for in the short term.

15. Staffing Matters – it was resolved to take in closed session
In closed session there were no further actions to minute.

16. Any other business by leave of Chairman

In any other business, Cllr C Rudkin challenged about the inclusion in the Best Kept Town, where she was informed that despite appeals there was a paperwork issue and entries had not been accepted. Cllr I Hutchinson updated members that the Discovery Trail was now operational and linked to the website with all the signage up around town including the map on the wall outside the Market Hill toilets.

17. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on the 12th August , 2019 at Methodist Church Hall, Albert Walk, Holbeach.

18. Agenda items for next Meeting

- The adoption of the Remembrance Parade (Cllr John Spencer)

Minutes of a meeting of Holbeach Parish Council on the 12th August 2019

Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 12th August 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 18:58 following the Open forum.

Present: Councillors: Rachel Flood, Tony Lomax, Eddie McNally, Stephen Johnson, Graham Rudkin, Carol Rudkin, Kelly Wilson, Michelle Manley, Evelyn Penney, John Spencer, Millie Howard, Isobel Hutchinson, and Sophie Hutchinson.

Seven members of the public were also in attendance.

Clerk: David Boyce

Apprentice Clerk: Brandi Rogan

Chairman Tony Lomax chaired the meeting.

Open forum 18:58

One member of the public asked for the Parish Councils support regarding appealing to Highways in respect to recent passed TRO's down Fishpond Lane for yellow lines to be installed as he had been told by Highways there were insufficient funds available to do something about it. It was highlighted that once the new lines go in the obstructions for traffic are removed and traffic will flow faster where there is no footpath protection from this for any of the residents. The Chairman asked the Clerk to write on this Parishioners behalf to Highways and the County Councillor regarding this.

The Parish Council meeting opened at 19:08.

1. Apologies (Clerk)

The Clerk reported that there were no apologies due or received.

2. Clerks Report – Vacancies on Town Ward, Hurn Ward and Drove

The Clerk reported to members that following the elections of the 2nd May 2019 there were currently four vacancies, including two seats on Holbeach Hurn, one seat on Holbeach Drove and one on Holbeach Town which would remain available for co-option until such time that they are filled.

The Clerk informed members that one person had applied for the vacancy on the Town ward and the Chairman invited any comment or reason as to why he should not be co-opted, to which no member offered any. Paul Gunn was co-opted onto the council, where he signed his declaration of interest and acceptance of office and was invited to join the meeting.

The Clerk reported that, following the resignation of Paul Foyster, there was a vacancy on the Town ward, where the notices had been displayed to invite for an election had now expired and this vacancy was available for co-option.

Minutes of a meeting of Holbeach Parish Council on the 12th August 2019

3. Declarations of Interest

Members were reminded of the book and that should they have any interest on any item to declare it in the book or during the meeting at any time.

4. Minutes of previous Meetings – 8th July 2019

The minutes of the meeting of the 8th July 2019 were **agreed** by members and duly signed by the Chairman.

5. Police, District and County Matters

(a) In their absence, the Police left a report that there was a focus on speeding this month. Members offered no further requests to the Police.

(b) No District matters were brought to member's attention as they were disbanded for the month.

(c) In County Councillor Nick Worth's absence, there were no County matters to bring to Members attention. There was a request to the Clerk that Highways be notified that, following gritting down Spalding Road the drains were now blocked and flooding easily.

6. Highways Matters (Clerk)

(a) The Clerk reported the following road closures:

- The A47 from Eye Green to Thorney from September 2019 to October 2019 for essential carriageway repairs from 20:00 to 06:00.
- Holbeach St Marks on Lincoln Lane from Middle Marsh Road and St Marks Road for essential maintenance works from 03/09/2019 to the 24/09/2019.

7. Allotments (Cllr Graham Rudkin)

(a) The Chairman of Allotments report was accepted by the Council, including the improvement notices recommended.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields reported that the costings for the play equipment at Castor to renovate were in excess of £5,000 and therefore would take the project to the full amount of the s.106 monies so recommended no further motions be tabled regarding this. There had been some reported tree damage in the Parks as well as Stukeley grounds which had been reported by the Clerk.

(b) It was **agreed** to correspond about the Deed of understanding and renegotiating the William Stukeley arrangement with LCC where the Clerk was requested to contact LCC. It was **agreed** to put the lease onto the agenda for next month.

(c) Cllr I Hutchinson presented two options for Netherfield playing field for its lay out and invited comments from members. There were questions raised regarding the use of the current football pitch which was noted as being limited due to the lack of changing facilities there.

(d) It was **agreed** to adopt 5 dog poo bag dispensers for the Parish in Carters Park, Carters Park Dog run, Holbeach Bank playing field, Netherfields Playing field and for Holbeach Hurn.

Minutes of a meeting of Holbeach Parish Council on the 12th August 2019

9. Cemeteries – All Saints, Park Road and Hallgate (Cllr Rachel Flood)

(a) The Chairman of Cemeteries and Closed Churchyard's reported that the trees in Park Road needed attention and that she wished to pursue a regular maintenance programme moving forward. It was noted that All Saints churchyard had been left covered in debris after the bout of winds and that the flower bed was being completed. It was also noted that there were ongoing issues with the grass cutting at Hallgate cemetery still which would be monitored. Cllr Flood also made members aware that a donation has been offered of metal benches for the Hallgate cemetery which would be coming to the table next month.

(b) The Memorial inscriptions and burial reserved plots were duly signed as approved:

- Brooks – Reservation – Park Road – 182MM
- Smith – Memorial – Hallgate – CR A48
- Sylvester – Memorial – Park Road – 183P
- Flood – Memorial – Park Road – 172W
- Higgins – Reservation – Park Road – 171Z
- Hix – Reservation – Hallgate – A66
- Green – Memorial – Hallgate – WALL A1

One item was requested to go into closed session where it was **agreed** to put a notice on a grave that was in breach of the policies for removal of the excess items on it.

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) The Chairman of Holbeach Bank Playing Fields reported that he attended the 5 a side annual day with Cllr Flood where they both supported with some recycling. The club had put in for a grant from the Football Association for £4,700.

11. Planning (Cllr S Hutchinson)

(a) A vote was taken and it was **agreed** to appoint Cllr Eddie McNally as Chair of Planning.

(b) The Vice Chairman of Planning gave the report following the resignation of Cllr Foyster, where she updated members that all but three of the planning items had been commented on however no comments had been received from members. A reminder that only the overall comment would be put onto the portal and not individuals names or thoughts to help promote more comments from members.

(c) The planning working party report was received by members, where Cllr S Hutchinson informed members that focuses included the town plan and gaining stakeholders insights into this, as well as collating projects to put forward for section 106 money requests.

(d) It was **agreed** to appoint Cllrs Millie Howard and Paul Gunn to the planning working party

12. Property (Cllr Isobel Hutchinson)

(a) Chairman of Properties reported that the fire system had now been installed, with training being given to the office staff that she would be following up on to ensure checks were being made. The electrical condition report had also been received and Cllr I Hutchinson would seek prices on the works required. Cllr I Hutchinson had also

Minutes of a meeting of Holbeach Parish Council on the 12th August 2019

had brought to her attention that the properties appeared to not be registered with Land Registry and has asked the Clerk to find costings for this.

13. Financial statement and presentation of payments for approval

- (a) The Chairman of Finance Report including recommendations of Finance Working Party of 5th August 2019 was accepted by the Council.
(b) The Financial Statement was delivered by the Chair of Finance as follows:

BANK RECONCILIATION AS AT 31st July 2019

BANK ACCOUNTS

| | |
|-----------------------------------|-------------|
| CURRENT ACCOUNT 50494844 | £2,987.91 |
| LESS UNPRESENTED CHEQUES/PAYMENTS | £0.00 |
| | £2,987.91 |
| BUSINESS SAVER 90915394 | £36,677.05 |
| CCLA ACCOUNT | £180,899.82 |
| FIDELITY INVESTMENT | £52,388.76 |
| COIF | £50.00 |
| balance | £273,003.54 |
| CASH BOOK | |
| BALANCE BROUGHT FORWARD | £112,499.61 |
| ADD RECEIPTS | £240,377.27 |
| | £352,876.88 |
| LESS PAYMENTS | £79,873.34 |
| balance | £273,003.54 |

- (c) The British Legion Grant application for £700.00 was **agreed**.
(d) The Holbeach in Bloom grant application for £2000.00 was **agreed**.

14. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) The Chairman reported that he would be spending some more time down at the pond to tidy it up, as well as submitting his grant bid for a biodiversity assessment ready for further investment into the wildlife.

15. PR working party (Cllr Stephen Johnson)

- (a) Members received the PR working party report and it was accepted.
(b) The printed notices policy was deliberated and one amendment was requested and **agreed** to include that no business cards or other notices are allowed in the cemeteries for the purpose of advertising by a private firm.

16. To agree to adopt the Remembrance Day parade

Cllr John Spencer explained to members that the British Legion needed the parade adopting for the purpose of public liability insurance however the Holbeach branch were facilitating the event in every other way, which was **agreed** by members. Cllr Spencer then invited members to attend.

Minutes of a meeting of Holbeach Parish Council on the 12th August 2019

17. To appoint a representative to Holbeach United Football Club

Cllr Eddie McNally advised members that following attending their AGM with Cllr Manley it was requested from the football club to appoint representation to support a deepening of the relationship between the Parish Council and the club. It was **agreed** to appoint Cllrs Eddie McNally and Michelle Manley.

18. To appoint 3 representatives to the Holbeach United Charities (Cllr Isobel Hutchinson)

Cllr I Hutchinson corrected the aims of the agenda point in that there were vacancies of two on the George Farmer Educational Foundation and one for the Holbeach United Charities. It was **agreed** that Cllr Stephen Johnson be the additional member for the Holbeach United Charities and it was **agreed** that Cllr Millie Howard and Paul Gunn were to be representatives for the George Farmer Educational Foundation.

19. Staffing Matters

These were resolved to take in closed session where the following decisions were made:

- It was **agreed** to purchase another laptop of cost not exceeding £320.00 for the office staff to support the delivery of their function.

20. To agree on pursuing the Live and Local Lincolnshire Rural and Community Touring (Chairman Tony Lomax)

The Chairman presented to members the opportunity arisen that had been pursued by Cllr I Hutchinson for a talk. The benefits of bringing entertainment were discussed, including taking it out to the villages within the Parish. It was suggested that it would sit best with the PR Working party to follow up with, but with the ability to draft more members should it need to for facilitation. It was **agreed** to pursue this opportunity.

21. Any other business by leave of Chairman

There were no other matters arising.

22. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on the 9th September 2019 at the Methodist Church Hall, Albert Walk, Holbeach.

23. Agenda items for next Meeting

- Stukeley Grounds lease
- Property registrations with Land Registry

Minutes of a meeting of Holbeach Parish Council on the 9th September 2019

Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 9th September 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 18:59 following the Open forum.

Present: Councillors: Rachel Flood, Tony Lomax, Eddie McNally, Stephen Johnson, Graham Rudkin, Carol Rudkin, Michelle Manley, Evelyn Penney and John Spencer.

Seven members of the public were also in attendance.

Clerk: David Boyce

RFO: Chris Seymour

Apprentice Clerk: Brandi Rogan

Chairman Tony Lomax chaired the meeting.

Open forum 18:59

A member of the public challenged the lack of progress on obtaining a Fishpond Lane pathway near the Chameli Indian Restaurant .The Chairman responded with how what the Parish Council could do was on the agenda for this evening and the outcome of which will be in the minutes.

The Parish Council meeting opened at 19:06.

1. Apologies (Clerk)

The Clerk reported that Councillors Paul Gunn, Kelly Wilson, Isobel Hutchinson and Sophie Hutchinson had offered their apologies which were **accepted** by the Council.

2. Clerks Report – Vacancies on Town Ward, Hurn Ward and Drove

The Clerk reported to members that following the elections of the 2nd May 2019 there were currently three vacancies, including one seat on Holbeach Hurn, one on Holbeach Town and one seat on Holbeach Drove which would remain available for co-option until such time that they are filled.

The Clerk informed members that following the resignation of Councillor Millie Howard from the Hurn ward the Notice of Vacancy was published and displayed with an expiry of 13th September 2019 for a request for an election.

(b) The members received the written applications for the offices of Parish Councillor to fill the existing vacancies via co-option. The first application was uncontested on Town ward from a Gordon Geoffrey Donley who had been proposed and seconded, with a qualification of having lived within 3 miles of the Parish boundary for at least the last 12 months. The members **agreed** to co-opt and Councillor Donley was invited to the meeting, where he completed his acceptance of office & declaration of pecuniary interests and was issued with standing orders and a code of conduct. The second application was uncontested for the Hurn ward from a Paula Cristina Silva, whose qualification was that she had lived within the Parish for at least the last 12

Minutes of a meeting of Holbeach Parish Council on the 9th September 2019

months. The members **agreed** to co-opt and Councillor Silva was invited to the meeting, where she completed her acceptance of office & declaration of pecuniary interests and was issued with standing orders and the code of conduct.

3. Declarations of Interest

Members were reminded of the book and that should they have any interest on any item to declare it in the book or during the meeting at any time.

4. Minutes of previous Meetings – 12th August 2019

The minutes of the meeting of the 12th August 2019 were **agreed** by members with an amendment to the Nature Reserve report as the judging had already been completed and duly signed by the Chairman.

5. Police, District and County Matters

- (a) In their absence, the Police left no report.
- (b) Under District matters, Cllr G Rudkin made members aware that, following complaints from shop keepers and residents the new shop “Taste of Europe” whose colour scheme did not fit with conservation rules was referred to the enforcement officer to investigate further.
- (c) In County Councillor Nick Worth’s absence, there were no County matters to bring to Members attention.

6. Highways Matters (Clerk)

- (a) The Clerk reported the following road closures:
 - Langary Gate Road, from Mill Lane to a point 305 metres North by Fibre Optic Connections on 04/10/2019
 - A47, from Station Road Roundabout to New Cut Roundabout by Highways England for one week from the 16/09/2019, operating from 20:00 to 06:00.
- (b) From the feedback from residents at Waterside Gardens, members deliberated and **agreed** a TRO request regarding Fishpond Lane pathway instatement on the stretch from the new development of bungalows across number 5 Fishpond Lane.

The Chairman reminded Members that the best way to be fully informed when making a decision is to visit the sites in question on the agenda to help best serve resident’s needs.

Cllr G Rudkin then asked the Council if anyone knew who was completing the roadworks in the High Street and how long the disruption would last for, which no one knew. It was **agreed** to get clarification from Highways via an email from the Clerk.

7. Allotments (Cllr Graham Rudkin)

- (a) The Chairman of Allotments reported that all current vacant plots had been let and the rents reviewed, where it was found there was still a positive outcome and proposed they remain the same at present. **Agreed.**
- (b) The members **agreed** the allotment policy.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields in her absence reported that there were no issues in Carters Park or William Stukeley. It was also passed on to members that Cllr Wilson was looking to buy the play equipment for Netherfields in line with the plan that was passed around the table last month. In view of there being no quotes or plan to make a decision on, it was **agreed** to defer to next month.

9. Cemeteries; Park Road, Hallgate and Closed Churchyard (Cllr Rachel Flood)

(a) Chairman of Cemeteries and Closed Churchyard's reported that there were some trees in the All Saints Churchyard that required attention, as well as Park Road having two trees that required attention.

The works on the Hallgate entrance driveway that were achieved through working with Highways partners were now complete and had saved parishioners money, with a further offer of saving parishioners £6,250 from the next best quote received if the works were completed for the rest of the driveway whilst they were on site. It was **agreed** to pay the £4000 + VAT to complete the driveway works at Hallgate cemetery.

(b) The clerk delivered Memorial inscriptions and burial reserved plots as approved:

- Gittins, Reservation, Park Road, 155XX
- Gittins, Reservation, Park Road, 155YY
- Castle, Transfer, Park Road, 179NN
- Pell, Memorial, Hallgate, A122
- Cunningham, Memorial, Hallgate, CR A1
- Skinner, Memorial, Park Road, 4C
- Cole, Memorial, Park Road, 187KK
- Marshall, Memorial, Park Road, 159FF
- Stevens, Memorial, Park Road, 182F & 182G
- Leung, Burial, Hallgate, A158
- Kan, Reservation, Hallgate, A157
- Copley, Reservation, Park Road, 183N
- Copley, Reservation, Park Road, 183O

(c) It was deliberated regards to working closer with funeral directors with regards to being able to offer the facilities at the Hallgate cemetery better to resident by working closer with them. It was **agreed** to give a discount of 10% on fees for undertakers for Hallgate cemetery memorial wall and garden.

Cllr C Rudkin then appealed to members to hold a tree planting event in Hallgate cemetery to help plant some of the trees from the rear of the Council offices, it was challenged about the viability and was confirmed by Cllr Rudkin. The Chairman asked for members to support wherever possible.

10. Holbeach Bank Playing Field (Eddie McNally)

(a) The Chairman of Holbeach Bank Playing Fields reported that the grass cutting was still a large issue, where the Clerk explained a new tender had been written ready for next month's meeting which would see the end of the season on the current contract. Members were reminded to be timely about their feedback regards to grass cutting to keep it relevant when discussing with a contractor.

Minutes of a meeting of Holbeach Parish Council on the 9th September 2019

11. Planning (Cllr Eddie McNally)

(a) The Chairman of Planning reported that he had met with the Vice chair to discuss the way forward before calling a working party. The vision was to work closely with Finance and the public to gauge opinion on what was needed in town that could be influenced.

(b) It was **agreed** to appoint the planning Chair to the finance working party

12. Property (Cllr Isobel Hutchinson)

(a) In her absence, the Clerk delivered the Chairman of Properties report including the additional lettings at Coubro Chambers, there was potential for one more room to be let and that the electrical condition report had some works required to bring up to compliant.

(b) This item went to closed session to discuss where it was **agreed** on the contractor for the electrical remediation work being Steve Lewis Electrical.

13. Financial statement and presentation of payments for approval

(a) The motion to appoint a Chair of Finance was deliberated and a nomination made but not taken to a motion. This item was deferred to the next agenda.

(b) The RFO delivered the Chairman of Finance report including recommendations of Finance Working Party of 2nd September 2019 including a cheque register totalling £24,105.72 which was **agreed**.

(c) The NALC updated financial regulations were **agreed** by the members after being made aware of the three changes in comparison to the existing ones.

(d) The Financial Statement was delivered as below:

BANK RECONCILIATION AS AT 30th September 2019

BANK ACCOUNTS

CURRENT ACCOUNT 50494844

LESS UNPRESENTED CHEQUES/PAYMENTS £3163.45

-£270.00

BUSINESS SAVER 90915394 £49707.84

CCLA ACCOUNT £150,899.82

FIDELITY

INVESTMENT £52,573.68

COIF £50.00

balance £256664.79

CASH BOOK

BALANCE BROUGHT FORWARD £112,499.61

ADD RECEIPTS £245784.61

LESS PAYMENTS £101619.43

balance £256664.79

(e) Staff Wages were **agreed** to be taken in Closed Session, where the following agreements were made:

- It was **agreed** to maintain the apprenticeship and minimum wage roles to legislation
- It was **agreed** to award the pay scales to the staff affected

Minutes of a meeting of Holbeach Parish Council on the 9th September 2019

- It was **agreed** to award the pay rises of 2% for staff not on pay scales with a parity rise for one member of staff.

14. Staffing Matters

These were **agreed** to take in Closed Session, where the following agreements were made:

- It was **agreed** to allow the Clerk to pursue additional employment
- It was **agreed** to honour the holiday request.

15. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) Cllr Tony Lomax delivered the Fishpond Lane Nature reserve report which highlighted the eagerly awaited result of the grant application for a bio diversity survey to progress the area was due this month.

16. Any other business by leave of Chairman

Councillor Penney brought up that there was a growing issue with dust being swept into the High Street from the Chequers Hotel work with no regard for the Highway, residents or the general health and safety of working in that manner, where it was **agreed** the Clerk would contact South Holland District Council.

17. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on October 14th, 2019 at Methodist Church Hall, Albert Walk, Holbeach.

18. Agenda items for next Meeting

- Parks; To agree the layout plan of Netherfields playing field.
- Parks; To agree the purchase of play equipment for Netherfields playing field.
- Cemeteries: To accept the donation of benches for Hallgate cemetery
- Finance; To appoint a Chair of Finance
- New item; To approve tender for tree work across the Parish Council owned trees
- New item: To approve three year tender for grass cutting

The meeting closed at 20:44

Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 14th October 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:10 following the Public Open Forum and community warden presentation.

Present: Councillors: Tony Lomax, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, John Spencer, Evelyn Penney, Graham Rudkin, Carol Rudkin, Geoff Donley, Stephen Johnson, Michelle Manley and Paula Silva.

Also five members of the public and County Councillor Nick Worth were in attendance.

David Boyce: Clerk

Chairman Tony Lomax chaired the meeting.

Community warden presentation

Community Warden Rob notified the Council of his role and activities, including patrolling areas to manage anti-social behaviour and leaving cards to let residents know they've been. One member asked about the controlling of dogs on leads in public open spaces which was answered. All areas of the District including the villages are checked and there was works in progress with the dog warden to support control of this area. Another member brought up the graffiti in town, which was being managed by the Police, as well as measures coming into effect to help manage the cycle incidents down Park Road. It was also challenged about raising issues, which was responded to with the self-service reporting tool online here <https://www.sholland.gov.uk/article/4976/Report> or through South Holland District Council telephone number.

Open forum – opened at 19:05.

A member of the public challenged about the recent letters being received by members of the public regards to the change in their address from Holbeach to Fleet who lived on Foxes Lowe Road and further back. Concerns were raised regards to school and doctors catchment areas, as well as 999 services. It was noted that the action had been taken by Fleet Parish Council and at no point were Holbeach contacted by any of the stakeholders involved. The Clerk also noted that South Holland District Council Elections team confirmed that it had not gone to them nor the Secretary of State. It was decided to write letters to those stakeholders responsible to understand what was happening and why to support local residents in their concerns in regards to this material change.

1. Apologies

Cllrs Eddie McNally and Paul Gunn gave their apologies which were **agreed** by the Council. Apprentice assistant Clerk Brandi Rogan also offered her apologies.

2. Clerks Report – Vacancies

(a) The Clerk reported the current vacancies including one for Hurn and one for Drove. The Clerk also noted to the Council that, following the resignation of Cllr Millie Howard, a notice of election was placed round the Parish which expired on the 23rd September 2019 and was now available for co-option.

(b) The members received the written application for the offices of Parish Councillor and **agreed** to co-opt the candidate to fill the existing vacancy on the Hurn ward. Stephanie Dawn Howarth completed her Declaration of acceptance of office and disclosable pecuniary interests form, received a copy of Standing Orders and was welcomed to the meeting.

3. Declarations of Interest

Members were reminded that the book at the front of the meeting was to be signed before any deliberation on any agenda item where a member had an interest and invited members to do so.

4. Minutes of previous Meetings

The minutes of the previous meeting of the 9th September 2019 were **agreed** by the Council and signed by the Chairman.

5. Police, District and County Matters

(a) The Clerk reminded members that he had circulated the Police quarterly newsletter where their chosen priorities were indicated, as well as their availability in the community appealing for engagement. One member raised a rise in graffiti around town with the tag MC, which was requested to be notified to Police through the Clerk.

(b) In District matters, Cllr Graham Rudkin noted to members that flats had been approved with accesses into Thomas De Moulton way.

(c) In County matters, County Cllr Nick Worth told members that further to considerations on the agenda tonight, he had managed to get buy in from Stukeley grounds with respect to getting works completed with the roadway in the capital expenditure programme for 2020-2021 as well as tree works being planned into the future. Cllr Worth also noted that, following review of the pathway on Fishpond Lane it would be a very high cost for the low reward of installing a path here due to the required movement of a telegraph pole and at this time the project would go no further, however the yellow lines had been placed into the programme of upcoming works. Cllr Worth also wanted to note that there was a service from Fire and Rescue services that worked on referral for ensuring as far as possible the safety of vulnerable individuals where they can carry out safe and well visits, with a poster coming shortly to the public noticeboard.

Cllr Worth also highlighted to members that, as a District matter, the High Street Fund monies were earmarked for a detailed bid for further infrastructure in the town which he was working on over the coming months, however there would be an SHDC funded community fund set up for quick wins for localities, to come shortly after Christmas.

6. Highways Matters (Clerk)

(a) The Clerk reported the following road closures:

- Washway Road between Manor House Road and Saltney Gate from 21/10/19 to 1/11/19 for essential maintenance works
- Langary Gate Road between 1940 metres and 2110 metres South of Joys Bank from 21/10/19 to 21/2/20 for essential maintenance works by Anglian Water/Clancy Docwra
- New River Gate between 790 metres and 1130 metres South of Jekils Bank from 30/10/19 to 1/11/19 for essential maintenance works by Anglian Water
- Albert Street from High Street to Victoria Street from 22/10/19 to 25/10/19 for essential maintenance works by WPD
- Fishpond Lane, Damgate, Fleet Street and High Street on the 10/11/19 for Remembrance day events
- Roman Bank from 11/11/19 to 14/11/19 for essential maintenance works by Anglian water/A Plant
- High Street on the 24/11/19 and the 5/1/20 for installation and removal of the Christmas lights
- Hallgate from 26/11/2019 to 20/12/2019 for essential maintenance works by Kendray Construction LTD

7. Allotments (Cllr Graham Rudkin)

(a) The Chairman of Allotments reported that rents were coming in and he would update members as to the state of affairs at the next meeting. Cllr G Rudkin also wanted to get the dykes trimmed once the grass had stopped growing.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields reported that she was ready to make the bid to resurface the tennis court and that the Parks team priorities were set to clearing the brambles and trimming the bushes in Stukeley this month in the back car park area. One member asked whether Netherfields would have the brambles cleared and the trees trimmed back.

(b) Members deliberated both past issues as well as current feedback from residents. It was noted that the two close play areas to Netherfields were completely insufficient for the estates they were on, let alone all the other estates surrounding Netherfields playing field. It was **agreed** to place the new play equipment in the North End of Netherfields playing field.

(c) Cllr Wilson presented three options on price for the following pieces of equipment; a basket swing, a baby swing, a 4-12 year olds swing, a donkey rocker and a slide with climbing frame. It was **agreed** to suspend financial standing orders for this deliberation as it was for the spending of earmarked section 106 monies. It was **agreed** to purchase the proposed play equipment for Netherfields Playing field from the second cheapest provider at approximately £13,993.05 and for the Parks team to install it.

(d) Members deliberated the pros and cons of exiting the lease, including the dilapidations of the landlord. It was **agreed** to terminate the lease of William Stukeley Park and return it to LCC. It was also **agreed** to send a letter of intent to negotiate a new lease for Stukeley Park.

(e) Members **agreed** the play equipment policy.

9. Cemeteries; Closed Churchyard, Park Road and Hallgate (Cllr Rachel Flood)

(a) The Chairman of Cemeteries and Closed Churchyard's reported that Hallgate was coming along well, however the benefactor who was going to lay the block paving had been waylaid by other projects, so alternative options are being explored ready to bring to the table. The complaint re the rose and plaque had been addressed.

(b) Memorial inscriptions and burial reserved plots were approved as below:

- Wilson – Hallgate – Burial – CR A49
- Lancaster – Park Road – Burial – 183M
- Taylor – Memorial & Burial – Park Road – CR C6
- Booth – Burial & Memorial – Park Road – CR D17
- Mayback – Burial – Park Road – 180FF
- Johannson – Burial – Hallgate – A58
- Kan – Burial – Hallgate – A157
- Bailey – Memorial – Park Road – 188FF
- Harrison – Memorial – Park Road – 171W
- Barratt – Reservation – Hallgate – A68
- Smalley – Reservation – Hallgate – CRA

(c) The members considered and **agreed** to accept the offered donation of 5 benches into Hallgate cemetery.

Chairman Lomax thanked Cllr's Rudkin for their work in the tree planting where 7 people turned up to plant 25 trees down at Hallgate Cemetery. Thanks were also given to Cllr Spencer for painting the war memorial railings.

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) In the absence of the Chairman of Holbeach Bank Playing Fields Cllr Flood reported that the club had achieved being appointed as the new polling station for the area which would mean the school would not need to close during elections and would be a great opportunity for the football club to feature to local residents all the work that is done down there.

11. Planning (Cllr Eddie McNally)

(a) In the Chairman's absence, the Vice Chairman of Planning reported that a meeting hadn't happened due to varying availability but had proposed that it happen next Tuesday at 14:30. The planning working party were looking to bring a survey to the Council for approval next month.

(b) Cllr Michelle Manley made members aware that she had just completed the Planning training and it was **agreed** that she be added to the working party.

12. Property (Cllr Isobel Hutchinson)

(a) Chairman of Properties Reported that the electrical safety work had been completed as well as the PAT testing.

13. Financial statement and presentation of payments for approval (RFO/Clerk)

(a) The members **agreed** to appoint Councillor Geoff Donley as the Chairman of Finance.

(b) The Clerk reported on behalf of the Chairman of Finance the report including recommendations of Finance Working Party of 7th October 2019 which was accepted by the council including **agreement** to the cheque register totalling £27,014.74. It was noted that the PPE would be structured to a proper budget and an allocation moving forward to gain some control over this expenditure.

(c) The Financial Statement was delivered to members as below:

BANK RECONCILIATION AS AT September 30TH 2019

BANK ACCOUNTS

| | |
|-----------------------------------|-----------|
| CURRENT ACCOUNT 50494844 | £3,006.50 |
| LESS UNPRESENTED CHEQUES/PAYMENTS | -£955.00 |

£3,961.50

| | |
|-------------------------|------------|
| BUSINESS SAVER 90915394 | £30,126.33 |
|-------------------------|------------|

| | |
|--------------|-------------|
| CCLA ACCOUNT | £150,899.82 |
|--------------|-------------|

| | |
|---------------------|------------|
| FIDELITY INVESTMENT | £52,573.68 |
|---------------------|------------|

| | |
|------|--------|
| COIF | £50.00 |
|------|--------|

| | |
|---------|-------------|
| balance | £237,611.33 |
|---------|-------------|

CASH BOOK

| | |
|-------------------------|-------------|
| BALANCE BROUGHT FORWARD | £112,499.61 |
|-------------------------|-------------|

| | |
|--------------|-------------|
| ADD RECEIPTS | £252,572.82 |
|--------------|-------------|

£365,072.43

| | |
|---------------|-------------|
| LESS PAYMENTS | £127,461.10 |
|---------------|-------------|

| | |
|---------|-------------|
| balance | £237,611.33 |
|---------|-------------|

***UNPRESENTED CHEQUES**

| | |
|--------------|----------|
| to be banked | -£955.00 |
|--------------|----------|

| | |
|-------|----------|
| TOTAL | -£955.00 |
|-------|----------|

(d) It was **agreed** to donate £40.00 for a poppy wreath to be laid for Remembrance Sunday

14. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) The members received the Nature Reserve report including the news that the grant bid was successful and the biodiversity report had been completed, with a view to completing another bid to further this work in the near future.

15. To agree on the grass cutting tender for the next three years (Clerk)

Members deliberated the tender that had details taken from the previous years' estimates and precept requests, as well as consultation with Chairs. The tender document was **agreed** to be circulated, with an end date of Friday 29th November 2019 finance meeting.

16. To agree on the tree maintenance tender as per tree report findings (Clerk)

This item was **agreed** to take into closed session, where it was **agreed** to complete the tender in a phased approach, phase one being the fir trees removed along the Tesco boundary in Carters Park, phase two being the trees listed as immediate

attention in the report for Park Road cemetery plus one Douglas fir, phase three being the remaining ones in Carters Park (i.e. minus T1, T4 and T5).

17. Staffing Matters

It was **agreed** to take in closed session where the following decisions were made:

- It was **agreed** that the reporting structure was to stay as is
- It was **agreed** that the relevant chair should communicate requests either via the clerk who copies them in or directly to the Working Parks and Cemeteries Manager copying in the clerk.

18. To agree dates for the 2020 meetings

Members **agreed** the proposed schedule of dates for the 2020 meetings, with the amendment to April for the bank holiday to the Tuesday.

19. Any other business by leave of Chairman

20. Confirm date and venue of next Parish Council Meeting

November 11th 2019 at Methodist Church Hall, Albert Walk, Holbeach.

21. Agenda items for next Meeting

- Appoint a panel to liaise with LCC regards the Stukeley lease
- To agree on a planning survey

The Meeting closed at 21:12

Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 11th November 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19.02 following the Public Open Forum where there were no questions.

Present: Councillors: Tony Lomax, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, John Spencer, , Graham Rudkin, , Geoff Donley, Stephen Johnson, Michelle Manley, Dawn Howarth and Paula Silva.

Also one member of the public, and the press were in attendance.

Chris Seymour: RFO/Deputy Clerk

Chairman Tony Lomax chaired the meeting.

Open forum – opened at 19:00.

There were no questions from the Public

The open forum closed at 17.02

1. Apologies

County Councillor Nick Worth, Cllr Carol Rudkin, Cllr Evelyn Penney, David Boyce: Clerk and Assistant Clerk: Brandi Rogan gave their apologies and were accepted

2. Clerks Report – Vacancies

The Clerk reported the current vacancy for Drove Ward that was available for co option

3. Declarations of Interest

Members were reminded that the book at the front of the meeting was to be signed before any deliberation on any agenda item where a member had an interest and invited members to do so.

4. Minutes of previous Meetings – 14th October 2019

The minutes of the previous meeting of the 14th October 2019 were **agreed** by the Council and signed by the Chairman.

5. Police, District and County Matters

(a) The Police had no matters to raise additional to their quarterly newsletter.

(b) In District matters, Members asked that SHDC are informed of a spate of Graffiti in Stukeley Grounds, sign posts and at the rear of the Nationwide Bank on Back Lane. **Agreed.**

(c) County matters. Members asked for LCC to be informed of the re-emergence of the dip in the road along Boston Road, and Northons Lane. **Agreed.**

6. Highways Matters (Clerk)

(a) The Clerk reported the following road closures:

- Extension of the suspension of the one way order down Back Lane by Anglian Water/Clancy Docwra was originally 5/11/19 to 7/11/19 now to 15/11/19

7. Allotments (Cllr Graham Rudkin)

(a) The Chairman of Allotments reported that the dykes alongside Battlefields Lane Allotments had been cut.

(b) To decide on Battlefield Lane management of plot 1D. it was agreed to defer this item until the December meeting.

8. Carters Park, Stukeley Grounds & Parish Playing Fields (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields reported that the car park and other areas in Stukeley Grounds had been cleared and a favourable response had been received from the people living nearby. She also reported that the area in Carters Park from the toilets to the main gate had become very muddy, sand had been put down and the situation was being monitored, with the view of possibly having to close the entrance near the toilets for a period if it got much worse. The Dog run was still open and was also being monitored on a daily basis and a weeks' notice would be given if needed to close. Cllr Wilson asked that a letter be written to the Football Club not to train on the former cricket pitch Agreed. Cllr Wilson also informed Members that the CCTV cameras in Carters Park were due to be re installed professionally in the near future. it was **agreed** to discuss the issue of 'Dogs off lead' in Netherfield's at the December meeting

(b) It was **agreed** to appoint Cllrs Kelly Wilson, Geoff Donley and Isobel Hutchinson as representatives to negotiate a lease for William Stukeley grounds to bring to Council for agreement.

(c) Costings had been obtained for the possibility of a toilet block situated within Netherfield's Park and it was **agreed** that it would be very costly and the funds were not available at present and to defer the question for the time being.

(d) Cllr Wilson asked for one item one item to be taken 'in closed session'. Cllr Wilson informed Members of a personal attack via social media

9. Cemetery chapels, Park Road, Hallgate & All Saints Churchyard (Cllr Rachel Flood)

(a) Chairman of Cemeteries and Closed Churchyard's reported the flower bed maintained by a former Councillor and that he was no longer able to do it, so would be done in house. Cllr Flood stated that a different format was needed for informing staff of Burials etc. Cllr Flood informed Members that the paving near the Memorial wall in Hallgate Cemetery would soon be completed by the volunteer contractor. Cllr Flood requested one item to go in 'closed session' **Agreed** .Five differing complaints had been received and she would be investigating

(b) Memorial inscriptions and burial reserved plots were approved as follows:

- Stamp – Memorial Park road 148G
- Seymour- Memorial Hallgate CRA33
- Shawl – Park Road CRD18
- Taylor – Hallgate A147

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) Chairman of Holbeach Bank Playing Fields Reported that shutter were hopefully being installed on the Pavilion and that he would have more information for the next meeting

11. Planning Applications (Cllr Eddie McNally)

- (a) Chairman of Planning's reported that the majority of applications had been responded to, and that the previous planning meeting had been very constructive
(b) To receive the Planning working party report. The report would follow at a later date
(c) To agree on the planning survey. The survey would contain approximately six questions to answer and it was **agreed** to go ahead with it.

12. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties had nothing to report

13. Financial statement and presentation of payments for approval

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 4th November 2019. Councillor Geoff Donley informed Members of the Payment register for November (**annexed**) which amounted to £15617.69, which was **agreed** and signed
(b) Councillor Donley gave the Financial Statement as below:

BANK RECONCILIATION AS AT 31st OCTOBER
2019

BANK ACCOUNTS

| | | |
|-----------------------------------|-------------|--------|
| CURRENT ACCOUNT 50494844 | £3,894.47 | |
| LESS UNPRESENTED CHEQUES/PAYMENTS | £40.00 * | |
| | £3,854.47 | |
| | | |
| BUSINESS SAVER 90915394 | £60,253.66 | |
| CCLA ACCOUNT | £100,899.82 | |
| FIDELITY INVESTMENT | £55,078.58 | |
| COIF | £50.00 | |
| balance | £220,136.53 | LINE 8 |

CASH BOOK

| | | |
|-------------------------|-------------|--------|
| BALANCE BROUGHT FORWARD | £112,499.61 | |
| ADD RECEIPTS | £264,078.47 | |
| | £376,578.08 | |
| LESS PAYMENTS | £156,441.55 | |
| balance | £220,136.53 | LINE 8 |

*UNPRESENTED CHEQUES

| | | |
|--------|--------|-------|
| | | £0.00 |
| 708758 | £40.00 | |
| TOTAL | £40.00 | |

(c) Councillor Donley that as well as the current trustees Cllr Isobel Hutchinson and the RFO Chris Seymour that the Council appoint the Clerk, Lord David Boyce as an additional signatory and correspondent for the Parish Council to the CCLA account which was **agreed**.

(d) It was **agreed** to defer the application for a grant from Holbeach Bank Football Club, to enable a new request to be made

(e) Councillor Donley that a Grant application Holbeach Country Fayre had requested a grant from the Parish Council for £2000, to go towards next years 'Fayre' due to the one this year being cancelled due to bad weather. However our grant policy states that any organisation that makes a profit or surplus, where the benefit will not be direct towards the ratepayers of Holbeach cannot be considered, and proposed that we inform them that their request does not meet the criteria required to allow us to make a grant. **Agreed**

14. To consider the response to the Fleet Parish Council and statement to the public in regards to their recent attempt to annexe Holbeach addresses

Members were informed that a letter of apology had been received from Fleet Parish Council regarding the request and it was **agreed** that a 'strong letter' be sent by the Chairman on behalf of Holbeach Parish Council to SHDC, that their involvement was incorrect and in any such case Holbeach Parish Council needs to be consulted

15. Staffing Matters – resolve to take "In Closed Session" one of the litter pickers had resigned and the position would be advertised

16. Any other business by leave of Chairman

17. Confirm date and venue of next Parish Council Meeting

December 9th 2019 at the Methodist Church Hall, Albert Walk, Holbeach.

18. Agenda items for next Meeting:

- **Allotments- decision on Battlefields Plot 1D**
- **Dogs off leads issue in Netherfield's**
- **CCTV for Netherfield's**

Open meeting ended at 20.18

Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 9th December 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19.02 following the Public Open Forum.

Present: Councillors: Tony Lomax, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, John Spencer, Geoff Donley, Stephen Johnson, Michelle Manley, and Evelyn Penney

Also two members of the public, and the press and County Councillor Nick Worth were in attendance.

Chris Seymour: RFO/Deputy Clerk

Chairman Tony Lomax chaired the meeting.

Open forum – opened at 19:00.

A member of the Public stated that in regard to the S106 money for Oxford Gardens, wanted to know why did SHDC take so long to hand the money over and believed Planning rules had been flouted. The Chairman explained that this was a District matter and not Parish Council.

The open forum closed at 17.02

1. Apologies

County Councillor, Cllr Graham Rudkin, Cllr Carol Rudkin, Cllr Eddie McNally, Cllr Paula Silva and Cllr Paul Gunn and Clerk David Boyce gave their apologies and were accepted

2. Clerks Report – Vacancies

(a) The Clerk reported the current vacancy for Drove Ward that was available for co option

(b) The members received the written application for the offices of Parish Councillor and **agreed** to co-opt the candidate to fill the existing vacancy on the Drove ward. Nanette Chapman completed her Declaration of acceptance of office and disclosable pecuniary interests form, received a copy of Standing Orders and was welcomed to the meeting.

Members queried if there was still a vacancy remaining on the Hurn Ward. Clerk to investigate.

3. Declarations of Interest

Members were reminded that the book at the front of the meeting was to be signed before any deliberation on any agenda item where a member had an interest and invited members to do so.

4. Minutes of previous Meetings – 11th November 2019

The minutes of the previous meeting of the 11th November 2019 were **agreed** by the Council and signed by the Chairman.

5. Police, District and County Matters

(a) The Police had no matters to raise.

(b) District matters, no matters were raised

(c) County matters. Cty. Cllr. Nick Worth for LCC informed Members that there was an 'App' available for everyone to use to enable Emergency services to locate you to within a square metre, it was called "what three words".

Councillor Worth asked for his thanks to be passed to the people that organised the Christmas Lights and the organisers of the Christmas Fayre and Light show.

Members reported that the road sinking along Boston Road was still ongoing and that there was a large pothole along Church Street near the Old Exchange that had caused damage to cars. Both would be reported.

6. Highways Matters (Clerk)

(a) The Clerk reported that he had not received any new road closure notifications

7. Allotments (Cllr Graham Rudkin)

(a) In the Chairman of Allotments absence the Clerk reported that all allotment rents had been paid with the exception of three, who had been sent second reminders

(b) To decide on Battlefield Lane management of plot 1D. it was proposed to take this item ' In Closed Session'. it was **agreed** to write off the rent of 1D Battlefields Lane allotment as a bad debt

8. Carters Park, Stukeley Grounds & Parish Playing Fields (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields reported that she was still awaiting a meeting with LCC regarding Stukeley Grounds Lease, the dyke clearing at Netherfield's Playing field had been started and was ongoing, the trim trail would be installed there imminently with the other play equipment arriving in January.

She also reported that the entrance near the Carters Park toilets had been closed following a risk assessment on the grass, and deemed dangerous. The schools had been notified and notices for the public put up.

The Tennis Courts will remain closed for H & S problems for the present.

(b) Dogs on leads – Netherfield's. Cllr Wilson stated that following the incident of dogs not being controlled despite clear signage, it was being ignored and dogs were still being let off lead. It was **agreed** to consider further action at the January meeting.

(c) CCTV Cameras - Netherfield's. it was agreed to place two CCTV cameras within the playing field and agenda for the next meeting for a Member with knowledge of CCTV etc. to run and monitor it

(d) Tenders – Grass cutting – Propose to take 'in Closed session' it was **agreed** to make no decision until the January meeting.

9. Cemetery chapels, Park Road, Hallgate & All Saints Churchyard (Cllr Rachel Flood)

(a) Chairman of Cemeteries and Closed Churchyard's reported that the Memorial Wall at Hallgate Cemetery was near completion and had arranged with the Parks and Cemetery manager to have the plaques installed.

(b) Memorial inscriptions and burial reserved plots were approved as follows:

- Grant of Burial Grove A159 Hallgate
- Grant of memorial Vines CR A50 Hallgate
- Grant of Memorial Gent CR B11 Park Road
- Grant of Memorial Gregory A156 Hallgate
- Grant of Memorial Carter 17W Park Road
- Grant of Reservation Cunningham CR A1 Hallgate
- Grant of Burial Pack 193B Park Road
- Grant of Burial Nichols A160 Hallgate
- Grant of Burial Shawl CR D18 Park Road
- Grant of Memorial Ambrose 181LL Park Road
- Grant of Burial Moss 171O Park Road
- Grant of Burial Hart A104 Hallgate

(c) The Cemetery Chapels Trust had made a request for £1000 to be placed within the budget each year for the giving of grant. It was proposed and agreed that the sum is added, but that each individual request would be considered on a merit basis.

Agreed.

(d) Reservation CRA Park Road Cemetery- Propose to take 'in Closed session' it was **agreed** to reimburse a renewal fee and waive fee for burial when time arose.

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) Nothing to report.

11. Planning Applications (Cllr Eddie McNally)

The Vice Chairman of Planning's reported that the planning group had met and discussed the survey which had been placed on Facebook which would run until 31st December and 42 responses had been received to date. They would be inviting County Councillor Nick Worth, District Councillors Graham Rudkin and Francis Biggadike to their next meeting to advise on their views

12. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported a request from the Citizens Advice Bureau to lease two rooms on a Wednesday from 10am until 3pm within Coubro Chambers. Their budget was £600 and although below the going rate proposed that the sum be agreed as it was an excellent cause, served the community well and would bring more people within the Parish Council Offices. **Agreed.**

13. Financial statement and presentation of payments for approval

(a) Chairman of Finance Report including recommendations of Finance Working Party of 2nd December 2019. Councillor Geoff Donley informed Members of the Payment register for December (**annexed**) which amounted to £33,605.90, which was **agreed** and signed

(b) Councillor Donley gave the Financial Statement as below:

BANK RECONCILIATION AS AT 30th November

Minutes of a meeting of Holbeach Parish Council on 9th December 2019

2019

BANK ACCOUNTS

| | | |
|-----------------------------------|-------------|-------------------|
| CURRENT ACCOUNT 50494844 | £3024.17 | |
| LESS UNPRESENTED CHEQUES/PAYMENTS | £50.98 | * |
| | £2973.19 | |
| | | |
| BUSINESS SAVER 90915394 | £48762.19 | |
| CCLA ACCOUNT | £100,899.82 | |
| FIDELITY INVESTMENT | £55,078.58 | |
| COIF | £50.00 | |
| | balance | £207763.78 LINE 8 |

CASH BOOK

| | | |
|-------------------------|-------------|--------------------|
| BALANCE BROUGHT FORWARD | £112,499.61 | |
| ADD RECEIPTS | £269,088.65 | |
| | £381,588.26 | |
| LESS PAYMENTS | £173,824.48 | |
| | balance | £207,763.78 LINE 8 |

*UNPRESENTED CHEQUES

| | | |
|--------------|----------|-------|
| Hargarve | £168.48 | £0.00 |
| | | |
| To be banked | -£117.50 | |
| TOTAL | £50.98 | |

(c) Councillor Donley explained that confirmation was required by LCC by 31st December 2019, that the Parish Council would be continuing the Grass Verge cutting contract with SHDC for the following year, so that they would pay contribution to us of £1906.24 for the year (an increase year on year of £66). It was **agreed** to confirm that the grass cutting contract be confirmed.

(d) Councillor Donley informed members that the Insurance renewal quote received was for £5001, a lower sum than previous years and the Motor Insurance for £916, same as previous year and proposed they be accepted. **Agreed.**

(e) Consider Grant Application – St Polycarp’s Church – it was proposed and **agreed** to award the annual grant of £150.00.

(f) Consider Grant Application – Holbeach Bank Football Club-

Councillor Rachel Flood declared an interest and signed the book

It was proposed and **agreed** to award a grant of £400 towards the cost of installing window shuttering at the Pavilion.

14. SHVCS: The Clerk informed Members that an invitation from The South Holland Voluntary car Scheme for a Member to attend one of their meetings to better understand how Parish Council contributions were utilised. Councillor Evelyn Penney volunteered to attend.

15. Staffing Matters – resolve to take “In Closed Session” Agreed that Cllr Stephen Johnson be given executive powers to interview and employ for the vacant litter picking position.

16. Any other business by leave of Chairman. None.

17. Confirm date and venue of next Parish Council Meeting

January 13th 2019 at the Methodist Church Hall, Albert Walk, Holbeach.

18. Agenda items for next Meeting:

- **Setting the Budget for 2020-21**
- **Dogs off lead – Netherfield’s**
- **CCTV Champion**
- **Grass cutting.**
- **Clarification on Vacancies**

Open meeting ended at 7.40pm

Close meeting ended at 8.10pm



A Meeting of Holbeach Parish Council was held on Monday 13th January 2020 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:06 following the Public Open Forum.

Present: Councillors: Tony Lomax, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, John Spencer, Stephen Johnson, Michelle Manley, Nanette Chapman, Paula Silva, Dawn Howarth, Eddie McNally, Paul Gunn and Evelyn Penney

Also two members of the public and County Councillor Nick Worth were in attendance.

David Boyce: Clerk

Brandi Rogan: Apprentice assistant Clerk

Chairman Tony Lomax chaired the **Open forum** – opened at 19:00. meeting.

A member of the public from Dog Drove enquired around the 50mph speed limit reductions as to when they will be implemented and made comments of their opinion for the agenda item 5.b. He also stated that he had written to ask LCC about their policy review and when it would be implemented. The Clerk updated the member of the public with the Highways contact details and assured the resident he would contact them also.

The Chairman then responded to a request for further information regarding the situation of Oxford Gardens and the s.106 monies paid. The Chairman read out the letter received from the Freedom of Information request submitted by the Clerk which confirmed that a fine was paid in lieu of the monies not being received from the original developer by the new developer that owned the area.

1. Apologies

Cllrs Geoff Donley and Graham & Carol Rudkin gave their apologies which were received and **accepted** by the Council.

2. Declarations of Interest

Members were reminded that the book at the front of the meeting was to be signed before any deliberation on any agenda item where a member had an interest and the Clerk invited members to do so. The Chairman requested that a replacement book be sought.

3. Minutes of previous meeting – 9th December 2019

The minutes of the previous meeting of the 9th December 2019 were **agreed** by the Council and signed by the Chairman.

4. Police and County Matters

- (a) The Police left no matters in their absence.
- (b) There were no District matters to relate
- (c) In County matters, County Cllr Nick Worth reported that he had met with the owner of the bungalow down Fishpond Lane and there may be a resolution to the footpath issue which he will continue to look at. It was then brought to the Council's attention that there were land drainage issues around the Parish, in particular Star Lane in Holbeach Bank which has been damaged as a result. It transpired that all non-Drainage board dykes are the responsibility of the land owner and that LCC are the Flood managers for the county. This meant that the County Council had the authority to instruct land owners to clear their drains and this was being pursued to help alleviate the issues. Finally, Cllr Worth brought up about the Boston Road sinkhole and that this was likely due to moving silt with evidence of this appearing down Chestnut Avenue, but a remedy was being sought from Anglian Water.

5. Highways Matters (Clerk)

- (a) The Clerk reported the following road closures:
 - Damgate Road from 14/01/2020 to 16/01/2020 for essential works by Anglian Water
 - Ravens Bank on the 23/01/2020 for Essential works by Western Power Distribution
- (b) It was decided following deliberation to make comments regarding the trial on the A16 junction to Highways as it was used by residents. The council agreed that it was a dangerous junction. Cllr Johnson suggested that a roundabout was the right answer like at Peppermint Junction, it was also suggested that it was an expensive option where it could be signposted to turn left to the roundabout and no access to the crossing island from Holbeach. It was **agreed** to give the Chairman authority with the Clerk to pen a response.
- (c) Cllr Manley proposed a speeding committee as there had been some feedback and requests regarding reduction of the speed limit which was **agreed**. The members appointed were Cllrs Nanette Chapman, Michelle Manley, John Spencer and Sophie Hutchinson.

6. Estimates 2019-2020 - Consider and sign precept (RFO)

It was commented on that there was disappointment that neither the RFO nor Chair of finance was present to discuss the estimates, however it was confirmed the details that had been gone through in the Finance meeting and a 2.8% increase had been reached, which was **agreed**.

7. Allotments (Cllr Graham Rudkin)

- (a) There was no Chairman of Allotments report in Cllr Graham Rudkin's absence.

8. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

- (a) The Chairman of Parks and Playing Fields reported that the trim trail had been installed at Netherfields playing field, with the new equipment being delivered and organised by the Parks team to install shortly. Cllr Wilson noted that there had been one written complaint received and one verbal, both of which had been addressed. Cllr Wilson reiterated that the Council would be listening to any ongoing concerns. The decision had been made to not plant a screen of trees as these would create maintenance necessities as well as potentially obscure those neighbours sunlight so it would be done on a case by case basis. It had been reported that the wear on the grass in Carters Park was still very bad and as a result the gates would be maintained closed at peak times until a longer term solution had been sought. The tree works had been postponed in the Park until written confirmation could be obtained from Tesco. Finally, members were made aware that LCC had come back to her about the lease for Stukeley grounds and there would need to be a negotiation, appealing for any thoughts or considerations members may have.
- (b) Members **agreed** the grass cutting contract for SHDC.
- (c) Councillors were informed that the CCTV system had gone to a local contractor to be programmed. It was **agreed** to defer the decision to appoint a CCTV champion and to place it onto the next agenda.

9. Cemeteries – Park Road, All Saints Churchyard and Hallgate (Cllr Rachel Flood)

- (a) The Chairman of Cemeteries and Closed Churchyard's reported that the closed churchyard new wild flower bed had been sprayed off and was awaiting one more spray. Park Road cemetery had a Holm Oak that stretched over Park Lane which needed attention and a contractor was being sought for advice. It had been noted that the holes that were appearing in the cemetery were being managed. Members were then updated as to the Hallgate pathway being completed and that a press release now needed to be done to thank all the stake holders. The rose bed had been turned and was awaiting fertiliser and rotavating. One staffing item was **agreed** to take to closed session.
- (b) Cemetery Chapels report concluded that the committee had been updated as to the Parish Council representation but as yet had received no invite to a meeting.
- (c) Memorial inscriptions and burial reserved plots were presented for approval as below:
- Cole – Park Road – Memorial – CR A23
 - Williams – Hallgate – Burial – A162
 - Tegerdine – Park Road – Memorial – 40V
 - Tegerdine – Park Road – Burial – 40V
 - Nichols – Hallgate – Reservation – A161
 - Ely – Park Road – Burial – 167EE
 - Grimwood – Park Road – Burial – 180B

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

- (a) The Chairman of Holbeach Bank Playing Fields reported that there was little to comment on, but the dog poo bag dispenser was now empty, where it was **agreed** to purchase some more.

11. Planning Applications (Cllr Eddie McNally)

(a) The Chairman of Planning reported that 6 applications had been commented on this month and the comment spreadsheet would be shared with members in the drive. There had been the issue of the Spalding Road care home that the Council was in receipt of feedback from a parishioner in regards which was brought to the table, where it was shared that the Clerk had been informed that there would be an investigation by the District authority into the permissions and the application during the week the following week to the meeting. Another resident feedback item was the Northons Lane development but it was commented that no planning application had been received yet to put any comment to. Cllr S Hutchinson updated that the survey finished at the end of December and around 150 responses had been gained.

(b) This item was deferred to next meeting on account of the member concerned being absent.

12. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that there was a new tenant of the CAB on a flexible lease for Coubro Chambers and another one had their lease come to an end but had thanked the Council for the facility. The football club had asked to remove some of the hedging along the frontage to replace with fencing. It was **agreed** that the club could do that provided that they sought relevant permissions.

13. Financial statement and presentation of payments for approval (Cllr Geoff Donley)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 6th January 2020 was accepted by members, where the cheque register totalling £30,504.33 was **agreed**. It was brought up that there wasn't sufficient information returned about the purchase of 10 new locks for the two gates in Park Road cemetery, as well as the work boots that had been purchased which the Clerk informed members that this was for the litter picker.

(b) The Financial Statement was delivered to members as such:

| | | | |
|--|---------|--|-------------|
| BANK RECONCILIATION AS AT 31st December 2019 | | | |
| BANK ACCOUNTS | | | |
| CURRENT ACCOUNT 50494844 | | | £3,423.17 |
| LESS UNPRESENTED CHEQUES/PAYMENTS | | | £0.00 |
| | | | £3,423.17 |
| BUSINESS SAVER 90915394 | | | £15,049.14 |
| CCLA ACCOUNT | | | £101,558.39 |
| FIDELITY INVESTMENT | | | £55,078.58 |
| COIF | | | £50.00 |
| | | | £175,159.28 |
| CASH BOOK | | | |
| | balance | | |

| | | |
|-------------------------|---------|-------------|
| BALANCE BROUGHT FORWARD | | £112,499.61 |
| ADD RECEIPTS | | £272,183.03 |
| | | £384,682.64 |
| LESS PAYMENTS | | £209,523.36 |
| | balance | £175,159.28 |

(c) The members were presented with the option tendered from the insurance broker who had to cancel the previous renewal due to a large claim going in right at the point of changeover, which was going to increase the price. The Clerk informed members that he was able to extend the coverage of the old policy by one month to ensure it was still covered. As the Council had to have insurance and this was the best possible quote, members **agreed** the changes to the insurance policy.

(d) The members deliberated the three options presented to them where it was **agreed** to award the grass cutting tenders to Lincs Commercial Maintenance LTD for the next three years.

14. Staffing Matters

It was **agreed** to take in Closed Session where the following agreements were made:

- It was **agreed** to pass Brandi Rogan on her probation for her apprenticeship
- The members **agreed** to reiterate instructions passed on
- It was **agreed** to instruct Lincs Commercial Maintenance LTD for the grass cutting tender, with the clerk completing three checks across the first 12 months.

15. Any other business by leave of Chairman

No other business was brought up here.

16. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on 10th February 2020 at the Methodist Church Hall, Albert Walk, Holbeach.

17. Agenda items for next Meeting

- To appoint a CCTV champion
- To discuss the locking arrangements around the Parish
- To appoint another member to the Planning working party
- The VE and VJ celebrations
- To appoint representatives to negotiate and execute a lease for Stukeley Grounds

The open meeting closed at 20:06. The closed session closed at 20:55



A Meeting of Holbeach Parish Council was held on Monday 11th February 2020 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:06 following the Public Open Forum.

Present: Councillors: Tony Lomax, Kelly Wilson, Isobel Hutchinson, John Spencer, Stephen Johnson, Geoff Donley, Michelle Manley, Paula Silva, Dawn Howarth, Eddie McNally, Paul Gunn and Evelyn Penney

Also four members of the public and County Councillor Nick Worth were in attendance.

David Boyce: Clerk

Brandi Rogan: Apprentice assistant Clerk

Cllr Tony Lomax Chaired the meeting.

The open forum opened at 18:59, where no comment was made.

The meeting opened at 19:00

1. Apologies

Cllrs Nanette Chapman, Sophie Hutchinson, Carol and Graham Rudkin gave their apologies which were **accepted** by the Council.

2. Declarations of Interest

Members were reminded of the book and the requiem to sign should they have an interest. No declarations were made at this point.

3. Minutes of previous Meetings

The minutes of the 13th January 2020 were **agreed** by the Council.

4. Clerks report

(a) The clerk reported the current vacancies including the expiration of the vacancy following the resignation of Rachel Flood of two on the Hurn ward, both available for co-option.

(b) The written application for the offices of Parish Councillor for the Hurn ward was received from Peter Sparkes where it was **agreed** to co-opt him. He signed the Declaration of Acceptance of office, received the standing orders, completed the disclosable pecuniary interests form and was invited to join the meeting.

5. To appoint a new vice chairman

It was **agreed** to appoint Cllr Isobel Hutchinson as Vice Chairman.

6. Police and County Matters

(a) Under Police matters the Clerk reported that the Police were making the most of their resources and have tightened their focus to robberies and speeding. Members had nothing to report back.

(b) With District matters there was nothing to report.

(c) County Councillor Nick Worth reported that the land owner adjacent to Star Lane had a letter issued by Highways with an improvement notice regards the dyke as this being poorly maintained had been identified as the reason the road was both flooding and eroding, with landowners seeing more enforcement moving forward from Highways with regards to this issue. Cllr Worth also informed that the legal process had started with regards the Fishpond Lane pathway. Cllr Penney brought a question about the Boston Road subsidence where the Council were updated that there were some detailed discussions happening between Highways and Anglian Water. It was challenged by Cllr Hutchinson with regards to rejected claims from damages caused by the pot hole and Cllr Worth reminded everyone that the best thing to do was to ensure should any damage occur to have photographed evidence of what had happened.

7. Highways Matters (Clerk)

(a) The following road closures were reported:

- From Wignals Gate to Netherfields on the B1515 closures from 17/02/2020 to 26/02/2020 for essential works by ABR construction

Councillors noted that there had not been much consideration for the bus routes by this restriction, nor did it match the signage which noted 18 months of closures. It was **agreed** to ask Highways for further information.

The Chairman of the Speeding Committee Cllr Michelle Manley updated the council that they had had their first meeting and were working on a strategy, where she appealed to Members for their priority roads in view of making a singular application for all the sites necessary to erect the speeding sign. It was noted that herself and Cllr Spencer would be going out next Tuesday to review some speeding hot spots. It was proposed and **agreed** that the committee could apply for the new sites.

8. Allotments (Cllr Graham Rudkin)

(a) In his absence the Chairman of Allotments left no report. Chairman Lomax told the Council there were currently 6 vacant plots where it was **agreed** to publicise on Facebook.

9. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

(a) The Chairman of Parks and Playing Fields reported that two fence panels had been damaged in the storms around the bowling green. The Chair also reported that the Netherfields equipment had been delivered with a date of end of March pencilled for installation. There had been lots of debris in Stukeley but no major events from the storms.

(b) It was **agreed** to appoint Cllr Paula Silva as CCTV champion.

(c) The discussion around the locking and unlocking arrangements for the Parish Council was taken into closed session due to the staffing items involved, where it was **agreed** that a six month fact find trial of unlocking all public areas be completed starting the 1st March 2020 and ending 30th September 2020. This includes Netherfields, Hallgate, Carters Park, Park Road cemetery. It was also **agreed** to lock the vehicular access to Netherfields permanently during that trial with keys for staff and contractor access only. It was **agreed** to reinstall the CCTV as soon as it had been programmed.

(d) It was **agreed** that, due to time constraints now posed by the slow response from LCC, to give the appointed representatives executive powers to negotiate and execute a lease for Stukeley Grounds on behalf of the Council.

(e) The Chair of Parks requested that the financial standing orders be suspended due to the 10% saving of tax payers money in comparison to the next best quote of a particular deal offered by a tennis court resurfacing company which was **agreed**. It was **agreed** to resurface the tennis court with Sports Surfacing Solutions.

(f) It was presented to Council that the play equipment had been agreed with the Parks Manager to go into Netherfield by the end of March and to celebrate all the hard work of the team and Members Cllr Wilson proposed an open day during the Easter half term. It was

noted that until it was installed that a date could not be agreed, therefore it was **agreed** to pursue a Netherfields opening day.

10. Cemeteries – All Saints, Park Road and Hallgate (Cllr Carol Rudkin)

- (a) It was **agreed** to appoint Cllr Paul Gunn as new chair of cemeteries
- (b) As he was new to role there was no Chairman of Cemeteries and Closed Churchyard's Report.
- (c) There was also no Cemetery Chapels report in this instance.
- (d) The Clerk informed the council that the memorial inscriptions and burial reserved plots were duly signed as approved as below:
 - Cole – Burial – Park Road – CR A23
 - Stamp – Burial – Park Road – 148G
 - Green – Scattering – Hallgate – Lawn A
 - Stafford – Burial – Park Road – 174LL
 - Stafford – Reservation - Park Road – 174MM
 - Cushen – Reservation – Hallgate – B1
 - Cushen – Reservation – Hallgate – B2
 - Young – Burial – Hallgate – B3
 - Young – Reservation – Hallgate – B4
 - Naylor – Reservation – Park Road – 173MM
 - Naylor – Reservation – Park Road – 173NN
 - Murfet – Memorial – Park Road – 167MM
 - Murfet – Burial – Park Road – 167MM
 - Ashton – Burials – Hallgate – B5
 - Ashton – Reservation – Hallgate – B6
- (e) It was **agreed** to defer the appoint a cemetery chapels representative until May 2020
- (f) The scattering of ashes process was **agreed**.
- (g) It was **agreed** to send a letter of support for the Cemetery Chapels following successful planning permission receipt.

11. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) The Chairman of the Nature Reserve reported that the works from the grant monies are now complete, with a wild flower garden scheduled to be planted in the spring in the 3m² area he has turned over to compliment the bug hotels created successfully with the local school. Cllr Lomax also informed the meeting that the next grant application had gone in on the back of the biodiversity assessment to get signage in to indicate what wildlife currently lives there.

12. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) Chairman of Holbeach Bank Playing Fields reported that he had received some kind words following their receipt of the grant and works had commenced, as well as a site visit had been arranged to look at the play equipment down there.

13. Planning Applications (Cllr Eddie McNally)

- (a) The Chairman of Planning's reported he had commented on 4 applications. It was highlighted that amended applications could not be commented on, which was responded that the applications were previously approved planning items that had been modified where further comment couldn't be made.
- (b) It was **agreed** to appoint Cllr Geoff Donley to the planning working party.
- (c) Cllr McNally stated that from the planning meeting it was suggested that buying a commercial property in town would help get them rented out and revitalise Holbeach. It was **agreed** for the planning working party to be able to pursue a fact find into the purchase of a commercial property.

14. Properties (Cllr Isobel Hutchinson)

(a) Chairman of Properties reported that the Coubro offices are now fully rented with a new tenant moving in this week. Two fence panels had come down and the Clerk was investigating the costs of reinstatement.

(b) The rear window at 4a High Street had been reported as badly damaged and had been given a preliminary quote of £2600 + VAT which was above her limit. As it was an essential maintenance item this had to be fixed and the conservation area rules made it difficult to do anything cheaply. It was **agreed** to allow Cllr Hutchinson to be able to find the most cost effective solution and get the works done.

15. Financial statement and presentation of payments for approval (Cllr Geoff Donley)

(a) The Chairman of Finance report including recommendations of Finance Working Party of 3rd February 2020 was accepted by the Council. The cheque register totalling £16,065.09 was **agreed** by the Council. The members were informed that the Fidelity investments were growing at around 12% in this period. It had been noted that two new trustees were required for the investment where it was agreed to put the clerk & the chair of finance as trustees.

(b) The Financial Statement was presented to the Council as follows:

BANK RECONCILIATION AS AT 31st January 2020

BANK ACCOUNTS

| | | |
|-----------------------------------|-------------|--------|
| CURRENT ACCOUNT 50494844 | £3,744.44 | |
| LESS UNPRESENTED CHEQUES/PAYMENTS | £426.91 | * |
| | £3,317.53 | |
| BUSINESS SAVER 90915394 | £40,698.05 | |
| CCLA ACCOUNT | £51,616.00 | |
| FIDELITY INVESTMENT | £55,078.58 | |
| COIF | £50.00 | |
| balance | £150,760.16 | LINE 8 |

CASH BOOK

| | | |
|-------------------------|-------------|--------|
| BALANCE BROUGHT FORWARD | £112,499.61 | |
| ADD RECEIPTS | £280,497.25 | |
| | £392,996.86 | |
| LESS PAYMENTS | £242,236.70 | |
| balance | £150,760.16 | LINE 8 |

*UNPRESENTED CHEQUES

| | | |
|------------------|---------|-------|
| Staff | | £0.00 |
| Came & Co contra | £426.91 | |
| TOTAL | £426.91 | |

16. VE and VJ day celebrations (Cllr Evelyn Penney)

Cllr Evelyn Penney told the council that lots of places are doing things except Holbeach and proposed an international orchestra concert be held in either Carters Park or the academy. Cllr Hutchinson asked both who would do it and where would the money come from to pay for it as it is not in the budget. Cllr Spencer told the council that, as Chairman of Royal British Legion, he was looking to get involved in the food festival and the Town and Country Fayre, but wouldn't have any more information until the British Legion meeting on the 19th of the month. The Chairman noted that to host an event, especially of that scale, a decent amount of lead time was required for preparation. It was not agreed.

17. To invite councillors to training (Cllr Tony Lomax)

Chairman Tony Lomax referred members to the LALC guide document to the free training and the other subsidised options for members. It was reiterated that there are great benefits to

having the training to perform chair roles and to make informed decisions. Both Cllrs Manley and Johnson expressed how great the courses were that they had attended, as well as how useful the knowledge was.

18. Staffing Matters

(a) It was **agreed** to appoint Cllrs Geoff Donley and Evelyn Penney as new members to the HR working party.

(b) In closed session, the following agreements were made:

- It was **agreed** to combine the RFO and the Clerk job roles.
- It was **agreed** to appoint an employment panel to hire a new Deputy Clerk, with Cllrs Isobel Hutchinson, Tony Lomax, Stephen Johnson and Kelly Wilson to run it.
- It was **agreed** that the Chair or Vice chair could authorise Clerk holiday requests.

19. Any other business by leave of Chairman (Cllr Tony Lomax)

No further business brought to the attention of the Council.

20. Agenda items for next Meeting

Members were reminded to inform the Clerk in a timely manner.

21. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on March 9th, 2020 at the Methodist Church Hall, Albert Walk, Holbeach, following the Annual Parish Meeting (therefore there will be no Open Forum).



A Meeting of Holbeach Parish Council was held on Monday 9th March 2020 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:06 following the Annual Parish Meeting.

Present: Councillors: Tony Lomax, Kelly Wilson, John Spencer, Stephen Johnson, Geoff Donley, Michelle Manley, Paula Silva, Dawn Howarth, Carol and Graham Rudkin, Peter Sparkes and Paul Gunn.

Also three members of the public and County Councillor Nick Worth were in attendance.

David Boyce: Clerk

Brandi Rogan: Apprentice assistant Clerk

Cllr Tony Lomax Chaired the meeting.

The meeting opened at 19:05.

1. Apologies

Cllrs Eddie McNally, Evelyn Penney, Sophie Hutchinson and Isobel Hutchinson gave their apologies which were **accepted** by the Council.

2. Declarations of Interest

Members were reminded of the book and the requiem to sign should they have an interest. No declarations were made at this point.

3. Minutes of previous Meetings

The minutes of the 10th February 2020 were **agreed** by the Council.

4. Police and County Matters

(a) Under Police matters the Clerk reported that the Police had not sent any further updates. Members had nothing to report back.

(b) With District matters Cllr G Rudkin told members that 54 Spalding Road planning application had been deferred as there were further items that surrounded the application that needed attention.

(c) County Councillor Nick Worth reported that it had been noted around the number of pot holes, where members of the public can support that process by making Highways aware of where the problems are using the Fixmystreet website (click [here](#)).

5. Highways Matters (Clerk)

(a) The Clerk reported no road closures had been noted to him. Cllr Peter Sparkes asked of Cty Cllr Nick Worth whether the speed limit reduction between Holbeach Drove and Shepeau Stow had been actioned, where he was told he would be updated.

6. Allotments (Cllr Graham Rudkin)

- (a) The Chairman of Allotments reported that there were currently 6 vacant lots which were being advertised on Facebook and the notice board, which he was getting tidied up in the hopes of attracting people to use them.

7. Carters Park, Stukeley Grounds and Parish Playing Field (Cllr Kelly Wilson)

- (a) The Chairman of Parks reported that in Stukeley grounds the parents had had notification that the entranceway would be closed for approximately 4 hours on the 21st March 2020. Cllr Wilson reported that in Carters Park, the Park Road gate had now been opened again however owing to continued bad weather the dog run would remain closed but assessed daily. Cllr Wilson brought to members attention that, from the staffing meeting it transpired that there were lots of divets and minor damage to the cricket pitch from what appeared to be the football club training on it. It was **agreed** to write a letter formally requesting they cease and desist. Members were informed that Brandi Rogan had begun collating quotes for the slide, as well as Cllr Wilson having ordered the resurfacing from the tennis court company. Cllr Wilson told members that the new equipment for Netherfields had been put back due to ground conditions.
- (b) It was **agreed** to adopt the Carters Park Food Festival on the 4th and 5th July 2020 for insurance purposes.

8. Cemeteries – All Saints, Park Road and Hallgate (Cllr Paul Gunn)

- (a) As he was new to role there was no Chairman of Cemeteries and Closed Churchyard's Report.
- (b) The Clerk informed the council that the memorial inscriptions and burial reserved plots were duly signed as approved as below:
- Vince – Burial – Hallgate – A27
 - Laming – Burial – Park Road – 168Z
 - Sanderson – Burial – Park Road – 183T

- (c) This item was taken into closed session due to staffing matters, where it was **agreed** to appoint Hurst Arboriculture provided it can be paid for and all paperwork is checked by the Clerk before going ahead on the Holm Oak overhanging Park Lane.

9. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

- (a) The Chairman of the Nature Reserve reported that seeding of the wild flower area will take place at the end of April.

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

- (a) Chairman of Holbeach Bank Playing Fields left no report in his absence. Cllr Wilson confirmed that the Holbeach Bank perimeter fence had been instructed for repair following the storms.

11. Planning Applications (Cllr Eddie McNally)

- (a) The Chairman of Planning did not leave a report in his absence.
- (b) The item was moved to next month's meeting.

12. Properties (Cllr Isobel Hutchinson)

- (a) Chairman of Properties left nothing further to report.

13. The Speeding Committee (Cllr Michelle Manley)

- (a) The Speeding chairman confirmed all members had received the report following an inquorate meeting. Cllr Manley confirmed that she had an appointment booked at the Holbeach St Marks primary school following some correspondence received. The members were updated as to the flashing speed sign, having been up on the Fen Road

between 12/12/19 and 11/1/20 it caught a speeder going at 84mph. The Chairman directed the requests for funding to the April Finance working party.

14. Financial statement and presentation of payments for approval (Cllr Geoff Donley)

(a) The Chairman of Finance report including recommendations of Finance Working Party of 2nd March 2020 was accepted by the Council. The cheque register totalling £15,789.47 was **agreed** by the Council.

(b) The Financial Statement was presented to the Council as follows:

| BANK RECONCILIATION AS AT 29th FEBRUARY 2020 | | |
|--|---------|-----------------|
| BANK ACCOUNTS | | |
| CURRENT ACCOUNT 50494844 | | £3,081.39 |
| LESS UNPRESENTED CHEQUES/PAYMENTS | | -£664.01 |
| | | £3,745.40 |
| BUSINESS SAVER 90915394 | | £26,353.31 |
| CCLA ACCOUNT | | £51,679.93 |
| FIDELITY INVESTMENT | | £55,078.58 |
| COIF | | £50.00 |
| | balance | £136,907.22 |
| CASH BOOK | | |
| BALANCE BROUGHT FORWARD | | £112,499.61 |
| ADD RECEIPTS | | £284,120.98 |
| | | £396,620.59 |
| LESS PAYMENTS | | £259,713.37 |
| | balance | £136,907.22 |
| *UNPRESENTED CHEQUES | | |
| | 766 | 5.99 |
| TO BE BANKED | | -£670.00 |
| TOTAL | | -£664.01 |

15. Staffing Matters

No further decisions were made under staffing matters.

16. Any other business by leave of Chairman (Cllr Tony Lomax)

No further business was brought to the attention of the Council.

17. Agenda items for next Meeting

Members were reminded to inform the Clerk in a timely manner.

Agenda items moved to next month's agenda:

- To receive the feasibility study for the purchase of a commercial unit in Holbeach

18. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on April 14th, 2020 at the Methodist Church Hall, Albert Walk, Holbeach, following the Open Forum.

The meeting closed at 19:50



A Meeting of Holbeach Parish Council was held on Friday the 24th April 2020 on Skype commencing at 14:00.

Present: Councillors: Tony Lomax, Sophie Hutchinson, Isobel Hutchinson, Stephen Johnson, Geoff Donley, Michelle Manley, Paula Silva, Dawn Howarth, Peter Sparkes and Paul Gunn.

No members of the public were in attendance

David Boyce: Clerk

Cllr Tony Lomax Chaired the meeting.

The meeting opened at 14:03.

1. Apologies (Clerk)

Cllrs John Spencer, Kelly Wilson, Evelyn Penney, Carol and Graham Rudkin gave their apologies which were **agreed** by the Council.

2. Declarations of Interest (Clerk)

The Clerk reminded members that they must notify of any interest verbally during the meeting so that it may be recorded in the minutes.

3. Clerks report

- (a) The Clerk reported that, following the resignation of Cllr Nanette Chapman, a vacancy had arisen for the Drove Ward which had been communicated to SHDC who have communicated that all vacancies are on hold until May 2021.

4. To agree the minutes of the meeting of the 9th March 2020.

The Council **agreed** the minutes of the meeting of the 9th March 2020 as a true record and was **agreed** by the Council.

5. To defer all other non-essential business until the end of the crisis as called by HM Government (Chairman)

The Chairman proposed the motion which was **agreed** by the Council.

6. To acknowledge all agreements during the crisis (Clerk)

The list was published to the team drive and emailed out to members of the list of agreements made during the crisis, which was **agreed** by the Council. It was **agreed** to publish the list for transparency.

7. To agree the allotment changes (Cllr Graham Rudkin)

The map of Battlefields allotment was circulated to members via the Team Drive which highlighted the new 5 allotments on the updated map he had made with Cllr Graham Rudkin, which was **agreed** by members.

8. Any other Business by leave of Chairman

Cllr Hutchinson brought up the lease on Stukeley which had been agreed to release from 1st May. Cllr Hutchinson said there had been no response from the County Council or its representatives and proposed that all responsibilities be stopped from the 1st May, which was **agreed**.

Cllr Hutchinson updated members that the furlough minimum period would be up on Thursday and that she had asked The Working Parks and Cemeteries manager to confirm the workload that he had from April what had been achieved and what hadn't, as well as for a risk assessment to comply with the current legislation to be able to circulate to members so that they could come to a decision as to whether or not this should carry on or be ended.

9. Confirm date and venue of next Parish Council Meeting

- a. It was **agreed** to defer meeting dates agreed in October 2019 until called by the Chairman and Clerk.

10. Agenda items for next Meeting

- Cllr I Huthinson – set up an IT working party.

The meeting closed at 14:21