



An Ordinary Meeting of Holbeach Parish Council was held on Tuesday the 30th June 2020 on Zoom commencing at 19:04.

Present: Councillors: Paula Silva, John Spencer, Carol Rudkin, Graham Rudkin, Sophie Hutchinson, Isobel Hutchinson, Stephen Johnson, Geoff Donley, Michelle Manley, Peter Sparkes and Evelyn Penney.

6 members of the public and the press were in attendance

David Boyce: Clerk

Jan Hearsley: Deputy Clerk/RFO

Brandi Rogan: Apprentice Assistant Clerk

The meeting opened at 19:04. There was no public forum.

1. Appointment of Chairman

The Clerk informed the meeting that the vacancy had arisen as a result of the resignation of Cllr Tony Lomax. As there was no appointed Chairman, the Clerk informed the meeting that the Council was unconstitutional without and therefore first order of business was to invite for propositions for motion for a new chair. Cllr Graham Rudkin was proposed and seconded and Cllr Johnson was proposed and seconded. A vote for Cllr Johnson was taken first as amendment, which achieved 6 of 13 votes, so the initial proposal was taken. The vote for Cllr Graham Rudkin achieved 7 votes and the new Chairman Cllr Graham Rudkin was **agreed**. The Clerk then informed the meeting that, in order to chair the meeting, Cllr Rudkin would need a motion to allow him to chair the meeting until the acceptance which was **agreed**.

2. Appointment of Vice Chairman

The Clerk informed the meeting that the vacancy had arisen as a result of the resignation of Cllr Isobel Hutchinson from the role. The Chairman propositions for motion for a new Vice chair. Cllr John Spencer was proposed and seconded as candidate and a vote for Cllr John Spencer was taken. The vote for Cllr John Spencer received 8 positive votes from 13 and the new Vice Chairman Cllr John Spencer was **agreed**.

3. Clerks Report

- a) The Clerk updated the Council on the current vacancies on the Hurn Ward and the Drove Ward having passed the statutory period advertised for 10 electors to request an election and were both available now for co-option.
- b) The Clerk updated the Council that, following the resignation of Cllr Tony Lomax a vacancy had arisen on the Town Ward which had been notified to South Holland District Council and advertised.
- c) The Chairman explained the received written applications for the office of Parish Councillor to Co-opt a candidate to fill the existing vacancy. The Clerk explained that following advice from Rhonda Booth with regards to some of the questions received, the date error was a minor admin item which she was happy with, that a newly co-opted Councillor could electronically declare their acceptance of office until the document could be signed within the time period given. The Chairman proposed and

it was seconded for the application for co-option by Rachel Flood onto the Council which was **agreed** by majority vote. The Clerk requested that, following the advice from SHDC that Cllr Flood email an acceptance of office until the Declaration of Pecuniary Interest form could be signed and invited the new councillor into the offices to do so.

4. Apologies

The Clerk informed the meeting that he had had apologies from Cllrs Paul Gunn and Dawn Howarth which were **agreed** by the Council.

5. Declarations of Interest

The Clerk reminded members to register an interest either via email during the meeting or to declare them for the minutes now or as the meeting went on. No declarations of interest were made or received.

6. Minutes of previous Meeting

The minutes of the meeting 24th April 2020 were moved as a true record by the Chairman, Cllr Peter Sparkes explained that he had not had opportunity to see them, where it was proposed and seconded to be **agreed** that the decision be deferred to the next Council meeting.

7. Financial statement and presentation of payments for approval

(a) The Chairman of Finance reported that the information was on the team drive from the finance work. Cllr Donley reported that the investment portfolio was performing well with guidance from Bingham Woods.

(b) The Payment List was presented for approval for payment at a total of £15,338.29 which was **agreed**.

(c) The Financial Statement was presented by Cllr Geoff Donley as follows:

BANK RECONCILIATION AS AT 29th June 2020

BANK ACCOUNTS	
CURRENT ACCOUNT 50494844	£2,682.90
LESS UNPRESENTED CHEQUES/PAYMENTS	£5.99
	£2,676.91
BUSINESS SAVER 90915394	£223,555.50
CCLA ACCOUNT	£11,776.95
FIDELITY INVESTMENT	£54,271.15
COIF	£50.00
balance	£292,330.51
CASH BOOK	
BALANCE BROUGHT FORWARD	£122,580.88
ADD RECEIPTS	£232,661.22
	£355,242.10
LESS PAYMENTS	£62,911.59
balance	£292,330.51

(d) The motion to appoint Godfrey Parkes as the internal auditor for the 2020-2021 cycle was considered, where Cllr Sparkes asked how long had Godfrey been the auditor for which was unknown by the Chair of Finance at that stage but he assured Cllr

Sparkes that he would update him after the meeting. It was **agreed** to appoint Godfrey Parkes as the internal auditor for the 2020-2021 cycle.

- (e) The Chair of Finance reminded members they had received the Internal Auditors Report via email. Cllr Sparkes said he hadn't seen it. The report was **agreed** by the members.
- (f) The members had chance to consider and then **approved** the Annual Governance Statement (Section 1 of the Annual Return).
- (g) The members considered and **approved** the Statement of Accounts (Section 2 of the Annual Return)
- (h) The members **agreed** to authorise the Chairman to sign the Annual Return for return to the External Auditor.

8. To discuss regards the locking up trial progress

The Clerk informed the Chairman that the ELAS advice contained staffing matters as part of the deliberation. It was proposed, seconded and **agreed** to move to closed session and discuss under agenda item 12.

9. To appoint a chairman of the Nature Reserve

It was **agreed** to appoint Cllr Michelle Manley to the Chairman of the Nature Reserve.

10. To increase PR working party membership by two people.

- a) It was **agreed** to appoint Cllrs Peter Sparkes and Graham Rudkin to the PR working party.

11. To appoint the IT working party

- a) The members deliberated the scope of the proposal by Cllr Isobel Hutchinson who explained that the online meetings, as well as the IT equipment, all needed looking at as they were challenging for some and the computer literacy of the members was challenged. Then members discussed incorporating this into part of the PR working party and moving the agenda point for the next meeting. It was moved and **agreed** to not deliberate this agenda point and to propose an agenda item for next meeting of incorporating the review of IT into the scope of the PR working party.

12. Staffing Matters

It was resolved to take in closed session by the Chairman due to the nature of the business, where Cllr Isobel Hutchinson explained she did not feel being at home with family members in the premises was particularly secure, Cllr Johnson explained he had seen people other to members in the background so it was proposed, seconded and **agreed** to move staffing matters and closed sessions on to the next face to face Council agenda.

13. Confirm date and venue of next Parish Council Meeting

- a) To be called by the Clerk and Chairman as required

14. Invite for agenda items for next Meeting

- The minutes of the meeting of 24th April 2020 (Cllr Sparkes)
- To add IT systems and practices review into the next ordinary meeting agenda (Cllr Sparkes)
- To investigate having iPads instead of the current tablets (Cllr McNally)



An Ordinary Meeting of Holbeach Parish Council was held on Tuesday the 20th July 2020 on Zoom commencing at 19:00.

Present: Councillors: Paula Silva, John Spencer, Carol Rudkin, Graham Rudkin, Rachel Flood, Eddie McNally, Sophie Hutchinson, Isobel Hutchinson, Stephen Johnson, Geoff Donley, Dawn Howarth, Peter Sparkes and Evelyn Penney.

2 members of the public and the press were in attendance

David Boyce: Clerk

Jan Hearsey: Deputy Clerk/RFO

Brandi Rogan: Apprentice Assistant Clerk

The meeting opened at 19:00. There was no public forum.

1. Apologies

Cllrs Paul Gunn and Kelly Wilson gave their apologies which were accepted by the meeting. Cllr Michelle Manley was absent from the meeting.

2. Clerks Report

- a) The Clerk updated the Council that the current vacancy on the Drove Ward was available for co-option.
- b) The Clerk updated the Council that following the resignation of Cllr Tony Lomax there was a vacancy on the Town Ward whose notice expired on the 21st July 2020.
- c) The Council received the proposed and seconded written application for the office of Parish Councillor from Chris Back and **agreed** to Co-opt him to fill the existing vacancy on the Drove Ward. Chris Back had returned Declaration of acceptance of office, disclosable pecuniary interest form and dispensation for the precept, was supplied with the Code of Conduct and standing orders, then was welcomed to the meeting by the Chairman.

3. Declarations of Interest

The Clerk reminded members to declare an interest now or at any point during the meeting as Members were unable to sign the book. No declarations of interest were raised at this point.

4. Minutes of previous Meeting

- a) The members **agreed** the minutes of the meeting 24th April 2020 deferred from previous meeting.
- b) The members **agreed** the previous meeting of 30th June 2020 minutes.

5. Allotments

- (a) The date of the allotment inspection was **agreed** as 29th July at 15:00 pending any other calendar conflicts.

6. Cemeteries

(a) The Apprentice Assistant Clerk updated the meeting to the outstanding memorial and burial grants which were **agreed** as follows:

- Laming – Park Road – Burial – 168Z
- Godfrey – Hallgate – Memorial – A154
- White – Park Road – Memorial – CRC34
- Peak – Park Road – Memorial – 170HH(2)
- Mackman – Burial – Park Road – CRD19
- Mackman – Reservation – Park Road – CRD20
- Gurd – Memorial – Park Road – 3H
- Candler – Memorial – Park Road – CRD25
- Mackman – Memorial – Park Road – CRD19
- Disdel – Memorial – Park Road – 187JJ
- White – Burial – Park Road – 177J
- Jarvis – Reservation – Park Road – 189Y
- Onyett – Reservation – Park Road – 176GG
- Slater – Reservation – Hallgate – A84
- Hammond – Reservation – Park Road – 182LL
- Rix – Reservation – Hallgate – A88
- Ayres – Reservation – Park Road – CRC21
- Hayden – Reservation – Park Road – 185FF
- George – Burial – Park Road – 161CC
- Parson – Burial – Park Road – 171Z
- Waterfall – Burial – Hallgate – CRA39
- Lewis – Burial – Hallgate – A100
- Groves – Memorial – Hallgate – A159
- Maybank – Memorial – Park Road – 180FF
- Hall – Burial – Park Road – 183L
- Hall – Burial – Park Road – 183L
- Elms – Reservation – Park Road – 172Z
- Elms – Reservation – Park Road – 172AA
- Waterfall – Memorial – Park Road – CRA39
- Fleming – Burial – Park Road – CRD23
- Gamble – Burial – Park Road – 178CC
- Fleming – Memorial – Park Road – CRD23
- Stubbs – Memorial – Hallgate – CRA28
- Lancaster – Memorial – Park Road – 183M
- Waterson – Burial – Park Road – CRD24
- Balding – Memorial – Park Road – 176I
- Kimber – Burial – Park Road – 174PP
- Mason – Burial – Hallgate – CRA51
- Candler – Burial – Park Road – CRD25
- Fensom – Memorial – Park Road – 129C
- Fensom – Memorial – Park Road – 129D
- Turner – Burial – Park Road – 194LL
- Ladbrook – Memorial – Park Road – 182Y
- Laming – Memorial – Park Road – 168Z

7. Stukeley Park

(a) The Council received a progress update on the lease negotiations from Cllr I Hutchinson, who told members there was a conference call held on the 9th June which she attended with Kier group and County Councillor Nick Worth, the Headmaster of William Stukeley and the Chair of Governors where there was a

long discussion around current issues including the roadway and the car park. Cllr Hutchinson said she noted to the meeting how she had said that the Council wouldn't be happy to take on passed the roadway and that there was a contractor cutting the grass in there for the moment but no complaints received about the upkeep from members of the public since the expiry of the lease in May. Cllr Hutchinson said it was at a stalemate and she was waiting for a lease to be drafted and proposed by Lincolnshire County Council. Cllr Penney suggested that a notice be put up explaining the position and the management arrangements in Stukeley for members of the public where it was **agreed** this be placed in the noticeboard.

8. The PR working party

- (a) It was **agreed** to include within the scope of the working party the investigation into the IT hardware and software over the next three months for recommendations to the Full Council for decision. Cllr Penney explained that lots of Members would benefit from training and support.
- (b) The Clerk explained to the meeting that the investigated iPad option came to £6,500 with the investigative outline quote in the team drive and this was not in the precept. This would be investigated by the PR working party and a recommendation brought to Council.

9. Carters Park

- (a) It was **agreed** to open the Dog Run, the Tennis Courts, the gym equipment, Carters Park play areas, Holbeach Bank play area and Netherfield play area following CoVID-19 Secure Risk assessments
- (b) Following a delivery from Cllr I Hutchinson it was **agreed** to allow Spalding High School to finish painting the football club fence along the cricket pitch. Cllr Graham Rudkin offered to support with some of his District budget to do something nice for local kids after the difficulties they have faced during this pandemic.
- (c) A report had been circulated to members from the Apprentice Assistant Clerk following a review on details from the last 12 months in the outside spaces which summarised the police facts and opinions. A discussion ensued on whether or not to lock up the area. Cllr I Hutchinson reported that the trial was due to end at the end of August and some incidents had occurred, but that it would take time to find a locking up solution so a decision needed to be made now so that the mechanics of this could be agreed at the next meeting. It was proposed and **agreed** that the trial end on its anticipated end date, with placing how locking up will be done onto the next ordinary agenda.
- (d) This item was dismissed.
- (e) Cllr Rachel Flood declared an interest in being a member of Friends of Holbeach Parks. Cllr I Hutchinson reported to members on Cllr Wilsons behalf that there had been offered some play equipment that had been purchased by Friends of Holbeach Parks for £160.00 consisting of a climbing frame, a see saw and two rockers where the Working Parks and Cemeteries manager had been sent to assess the quality of the equipment where he was happy with its condition to be reinstalled following the purchase of some parts and it being painted. Cllr Carol Rudkin suggested that it be inspected by a proper outside company before it is installed where it was asked when the date of the inspection was. Cllr I Hutchinson said it was usually July and couldn't be inspected until it was installed.
- (f) It was **agreed** to take this item into closed session due to the staffing matters that it contained, where it was **agreed** to collate information for members to make a decision at the next meeting.

10. Financial statement and presentation of payments for approval

- (a) The Chairman of Finance reported on the payment list, where Cllr Donley told the Council that the biggest item was the insurance claim settlement. Cllr Flood asked why no grass cutting costs, which were in the previous cheque register.
- (b) The payment list was presented to members at £37,374.61 which was **agreed**.
- (c) The Financial Statement was presented for agreement as follows:

BANK RECONCILIATION AS AT 29th June 2020

BANK ACCOUNTS

CURRENT ACCOUNT 50494844	£2,682.90
LESS UNPRESENTED CHEQUES/PAYMENTS	£5.99
	£2,676.91
BUSINESS SAVER 90915394	£223,555.50
CCLA ACCOUNT	£11,776.95
FIDELITY INVESTMENT	£54,271.15
COIF	£50.00
balance	£292,330.51

CASH BOOK

BALANCE BROUGHT FORWARD	£122,580.88
ADD RECEIPTS	£232,661.22
	£355,242.10
LESS PAYMENTS	£62,911.59
balance	£292,330.51

*UNPRESENTED CHEQUES

766 (SJ)	£5.99
TOTAL	£5.99

- (d) Cllr Donley explained the precarious position the Parish Council was in with it not having updated the mandates and not having enough people to sign upon it to make payments. It was **agreed** to apply for a new banking mandate to include Cllrs Graham Rudkin, Geoff Donley, Isobel Hutchinson, Eddie McNally & officers David Boyce and Jan Hearsey
- (e) Cllr Donley told the Council that he had gotten the outgoing Clerk to do some training with the new RFO over the last few months and wanted to get it verified with the council. It was proposed and **agreed** to appoint Chris Seymour as a third party consultant for training the RFO.
- (f) It was proposed and **agreed** that a Barclaycard be sought on the account for the RFO.
- (g) Cllr Spencer recommended that members could contribute to a collection at the Offices for a gift for the outgoing Clerk.

11. HR Matters

It was **agreed** resolve to take "In closed session where the following agreements were made:

- (a) It was proposed, seconded and **agreed** to disband the working party and cease all its activities, with a view to putting a new option in place at the next meeting.
- (b) It was proposed, seconded and **agreed** to dismiss all pending disciplinary matters for all staff.

12. Chairmans update

The Chairman addressed the Council with a short message about Councillor conduct and focussing on moving on after democratic votes and accepting the outcome if it wasn't the one personally that individuals wanted. The Chairman also reminded members that it was all about completing activities that were for the benefit of the Parish.

13. Confirm date and venue of next Parish Council Meeting

- a) It was discussed how Members would prefer a face to face meeting, the Clerk informed members that shortly before the meeting the LALC update including a checklist to complete had just been circulated to the Clerk but nothing had been done with it as there was no time prior to the meeting. The next ordinary meeting to be called by the Clerk and Chairman as required.

14. Invite for agenda items for next Meeting

Members were reminded to get their requests in at the earliest opportunity for the Clerk to be able to process them in a timely manner.

During the meeting, the following items were requested to go onto the agenda:

- To agree the tender for locking up
- To agree the contracting tender
- To appoint an employment matters option
- To update the Council on the matters of IT

The main meeting closed at 20:16



An Extra Ordinary Meeting of Holbeach Parish Council was held on Tuesday the 4th August 2020 on Zoom commencing at 19:00.

Present: Councillors: Paula Silva, Michelle Manley, Chris Back, John Spencer, Carol Rudkin, Graham Rudkin, Rachel Flood, Eddie McNally, Sophie Hutchinson, Isobel Hutchinson, Stephen Johnson, Geoff Donley, Dawn Howarth, Peter Sparkes & Paul Gunn.

3 members of the public and the press were in attendance

David Boyce: Clerk

Jan Hearsey: Deputy Clerk/RFO

Brandi Rogan: Apprentice Assistant Clerk

The meeting opened at 19:00. There was no public forum.

The Chairman opened the meeting and invited apologies to which none had been given. Cllrs Evelyn Penney and Kelly Wilson were absent from the meeting.

1. To discuss Councillor conduct (Cllr G Rudkin)

The Chairman opened the meeting thanking for attendance, then explained to Councillors that despite asking that confidentiality standards be met at the last meeting, Cllr G Rudkin had received a telephone call shortly after said meeting asking questions about confidential items from closed session. Cllr G Rudkin also shared that he was horrified with the recent posting to Facebook which brought the Council into disrepute, suggesting instead the matter should have been brought to full Council and a press release issued. Cllr Sparkes said he was disappointed too and that anything that goes to press should go to full council first. Cllr Sparkes suggested that the best method moving forward should be for Members to supply a "no comment" then a process set up for response.

2. To discuss the findings of the investigation report into the CCTV and decide on appropriate action (Cllr Sophie Hutchinson, Cllr Paula Silva)

Cllr Sophie Hutchinson reminded members of the report she had circulated a fortnight before, then asked that as she hadn't stated the name of the company to ask members please try not to during the conversation. Cllr S Hutchinson then said that in her opinion there may be staffing issues and asked to take those into closed session which was **agreed**.

Cllr Paula Silva then reminded members of the report she had sent out with the ICO self-assessment, where Cllr Silva determined that the information breach was of low risk data and that the process for this had not been followed. Cllr Silva went on to ask why it had been dealt with in the way that it had when the proper priority should have been the public, as awareness of it was from the 5th June yet she did not know until the 14th of July. Cllr Silva explained that there had not been any time to sort anything as it had been taken to the press, where having only taken the role 4 weeks before lockdown Cllr Silva expressed she felt a scapegoat and used to get to the Clerk. Cllr Silva then explained a verbal attack she had received in a local supermarket car park from an as yet unidentified individual demanding a public apology and being racist.

Cllr Silva said she was fed up of the nasty emails flying around and that at this time felt reluctant to look at her tablet.

Cllr Peter Sparkes said that in light of everything that had transpired from various reports that it may be prudent to take the cameras down in the Allotments as well as the park. Cllr Flood explained that the rules are different to the open spaces as the Council acted as a landlord of a communal area for those who used the garden allotments which had a different process and is fine as is. Cllr Flood also brought to member's attention that it was a very different system purchased at the allotments, but didn't think the initial assessment was there. Cllr S Hutchinson said that the Council agreed the systems as a deterrent and as data controller need to be compliant and as the cameras were hackable from anywhere so they should be removed. The Clerk pointed out that the cameras were not hackable from anywhere, but the SD cards had been pointed out as used more in a domestic deterrent application. Cllr Silva said she had completed the ICO self-assessment and found the lost data as low risk. It was said that compliance with the 12 points was important to do and then to move on. It was proposed that all CCTV be removed pending a review, Cllr Flood said that there was no point wasting money when the CCTV system and the background was entirely different to the park, Cllr Rudkin then expressed that the allotment holders called for the CCTV following problems of vandalism. It was **agreed** to remove the CCTV and commission a suitable review of the CCTV moving forward. The Chairman was to issue an apology on behalf of the Council for the errors around CCTV.

The meeting ended at 19:24



An Extra Ordinary Meeting of Holbeach Parish Council was held on Tuesday the 18th August 2020 on Zoom commencing at 19:00.

Present: Councillors: Paula Silva, Michelle Manley, Chris Back, John Spencer, Graham Rudkin, Rachel Flood, Eddie McNally, Sophie Hutchinson, Isobel Hutchinson, Geoff Donley & Peter Sparkes.

David Boyce: Clerk

Jan Hearsey: Deputy Clerk/RFO

The meeting was opened at 19:00 by the Chairman, who gave his declaration of interest for 2.f. There was no public forum.

1. Apologies

Apologies were received from Cllrs Dawn Howarth, Carol Rudkin, Paul Gunn, Chris Back and Stephen Johnson which were received by the Council. Cllr Evelyn Penney was absent from the meeting.

2. Financial (RFO)

- a) It was **agreed** to defer the decision on a new Chair of finance following the resignation of Cllr Geoff Donley as there were no volunteers for the role.
- b) It was **agreed** to defer the decision on a Vice chair of finance to the full ordinary meeting following no volunteers for the role.
- c) Cllr McNally asked who was able to be the independent on the finance working party, to which the RFO update the Council as to who was on there already and that the vacancy arose due to Cllr Michelle Manley now being appointed the Chair of Nature Reserve which was a spending chair. It was **agreed** to appoint Cllr John Spencer as an independent individual to the Finance working party.
- d) The RFO presented the cheque register totalling £17,710.52 which was **agreed** by the Council.
- e) The Clerk updated the Council that he had received a declaration of interest from Cllr John Spencer prior to the meeting. Cllr John Spencer gave an update as to why the money was needed for the parade to go ahead and the good works that the British Legion have done locally. It was **agreed** to pay the British Legion Grant application
- f) Cllr Graham Rudkin told the Council how the funds were used by the group to maintain the open spaces. It was **agreed** to pay the Holbeach in Bloom grant application.
- g) The RFO presented the grant application to the Council, pointing out the documents that were in the team drive and explaining the purpose sought. Cllr Sparkes asked about any quotes supplied as supporting documentation for the purpose of the grant which was noted there were not, but the process asks for a follow up to ensure that is how the funds were used. It was **agreed** to pay the Millennium Lighting Committee grant application

3. Confirm date and venue of next Parish Council Meeting

- (a) The Clerk updated the Council that the SLCC checklist was being worked through with the Chairman and Vice Chair with hopes of using the community centre for social distancing and the hope of the regular date in September, but would update members when the agenda is released. Cllr John Spencer said he should have a decision by the weekend from the Community Centre committee. The Chairman noted that the

Councillors may have to bring their own chairs and that he looked forward to meeting face to face again.

4. Agenda items for next Meeting

Cllr S Hutchinson requested

- Update on CCTV
- Discussing ICO recommendations

Cllr Donley requested:

- To request the draft minutes within a week of the meeting

Cllr Sparkes requested

- To update the Council with the findings of the PR working party into the IT review.

Cllr Wilson requested

- To agree the locking up tender
- To agree a process for third parties to use the open spaces

The meeting was closed at 19:29



An Ordinary Meeting of Holbeach Parish Council was held on Thursday the 17th September 2020 on Zoom commencing at 19:00.

Present: Councillors: Paula Silva, Michelle Manley, Chris Back, John Spencer, Graham Rudkin, Rachel Flood, Eddie McNally, Sophie Hutchinson, Isobel Hutchinson, Kelly Wilson, Stephen Johnson & Peter Sparkes.

David Boyce: Clerk

Jan Hearsey: Deputy Clerk/RFO

The meeting was opened at 19:00 by the Chairman. There was no public forum.

1. Apologies

The Clerk reported Councillor Paul Gunns apologies, which were accepted by the Council. It was noted Cllr Geoff Donley had emailed apologies in.

2. Clerks Report (Clerk)

- (a) The Clerk updated the Council that the current vacancy on the Town Ward had expired its notice period for elections and was now available for co option.
- (b) The Members had received two written applications for the office of Parish Councillor and voted on the candidates where it was **agreed** to co-opt Laurence Marchant, where he returned the Disclosable Pecuniary Interests form, acceptance of office and dispensation form and took his seat around the table.

3. Declarations of Interest (Clerk)

Members were reminded to notify the Clerk of any interests either now or during this meeting at the relevant agenda point. No interests were raised.

4. Minutes of previous Meetings (Cllr G Rudkin)

- a) The minutes of the meeting 20th July 2020 were **agreed**.
- b) The minutes of the extra ordinary meeting 4th August 2020 were **agreed** with two minor amendments.
- c) The minutes of the meeting 18th August 2020 were **agreed** .

5. To make chair appointments (Cllr G Rudkin)

- a) It was **agreed** to appoint Cllr Rachel Flood as the Chair of Finance following the resignation of Cllr Geoff Donley
- b) It was **agreed** to defer the appointment of the Chair of Data Protection following the resignation of Cllr Stephen Johnson to next month's meeting. c) It was **agreed** to appoint Cllr Laurence Marchant as the Chair of Health and Safety following the resignation of Cllr Stephen Johnson.

6. Allotments (Cllr Graham Rudkin)

- (a) The Chairman of Allotments reported that the allotment inspection noted a number of plots that weren't being maintained at the level required, however the office had completed an investigation and it transpired that many had been self-isolating or were shielding, but many had a plan to get on top of

them. The Chair of Allotments also reported thanks for the Park team in clearing G29A ready to be let again.

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

The Chairman of Parks and Playing Fields reported that the play equipment was now being installed in Netherfields playing field, that the reported ballast bags had been cleared up and that the boundary was being looked at shortly. In Carters Park, it was noted that there had been some vandalism on the picnic area benches and one metal bench reportedly stolen. The members were updated that the tennis courts were scheduled for their first visit from the resurfacing company on the 24th September. Cllr Wilson then asked that an email be sent to Vinci Facilities as Stukeley was in a state of dilapidation since the Park returned to LCC care, including grass cutting issues, dog waste and trees. The Chairman added he had spoken to County Councillor Nick Worth regarding the situation also. Cllr Wilson asked for one item to go into closed session where the Council **agreed** to seek support from the local PSCO's if second member of staff was not available for locking up in the interim before tenders were received back. Cllr Carol Rudkin abstained from the vote and requested it was recorded.

(b) There was a discussion regards to some of the reported situations in the Park and Cemetery during the trial. Cllr Hutchinson noted that following the receipt of correspondence from staff that the tender should include bank holidays and weekends for unlocking also. The members **agreed** the locking up tender with the amendment.

(c) The request from Holbeach United Football Club was discussed where it was noted that they had requested a simple structure for keeping the stewards dry in keeping with other structures, which was **agreed**.

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

Chairman of Cemeteries and Closed Churchyard did not leave a report in his absence.

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

Horan - Memorial - Park Road - CRD26
Barker - Burial - Park Road - 173QQ
Barker - Reservation - Park Road - 173RR
Bilner - Burial - Hallgate - B7
Bilner - Reservation - Hallgate - B8
Waterson - Memorial - Park Road - CRD24
Pack - Memorial - Park Road - 183OO
McFarland - Memorial - Park Road - CRB6
Barnes - Memorial - Park Road - CRD27
Johnson - Burial - Park Road - 194JJ
Horan - Burial - Park Road - CRD26
Massey - Burial - Park Road - 180LL
Kan - Memorial - Hallgate - A157
Kan - Memorial - Hallgate - A158
Killen - Reservation - Hallgate - B9
Killen - Reservation - Hallgate - B10
Turner - Burial - Park Road - 176F
Turner - Reservation - Park Road - 176E
Barnes - Burial - Park Road - CRD27
Peak - Burial - Park Road - 170HH(2)
Lawson - Burial - Park Road - 163R
Gurd - Burial - Park Road - 3H
McFarland - Burial - Park Road - CRB6

Dobbs - Reservation - Park Road - 173KK
Dobbs - Reservation - Park Road - 173LL
Ingle - Reservation - Park Road - 185JJ

Ingle - Reservation - Park Road - 185KK
Sauntson - Reservation - Park Road - 178JJ
Barkes - Reservation - Park Road - 186K
Pacey - Reservation - Hallgate - A74
Brothwell - Burial - Hallgate - CRA52
Walker - Burial - Park Road - 168P
Kan - Memorial - Hallgate - A157
Lawton - Memorial - Park Road - 170II(2)
Chambers - Memorial - Park Road - 183R
Shepherd - Burial - Park Road - 161S
Hart - Memorial - Hallgate - A104
Wilson - Memorial - Hallgate - CRA49
Mason - Memorial - Hallgate - CRA51
Allwood - Memorial - Park Road - 183D
Ebbage - Reservation - Park Road - CRC23

9. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) Chairman of Holbeach Bank Playing Fields reported on the issue with the fence between the field and the neighbour, which the outgoing Chairman received an outline quote from Canadian Fencing to remediate but it didn't get pursued due to CoVID19. It was noted that the rear side needed clearing and it was requested that this was added to the schedule of works. The item was requested to be included on the next agenda.

10.Planning (Cllr Eddie McNally)

(a) Cllr McNally informed members that County Cllr Nick Worth had requested that the Parish Council got involved in the Transformation bid as there were a number of aspects that needed the Parish Council involvement. A high level review of the propositions was requested which was answered by invite by the Clerk. A discussion around bus routes and methods of engagement including Facebook ensued where it was **agreed** to defer to a future agenda.

11.Properties (Cllr Isobel Hutchinson)

(a) The members were informed of the two prices that had been sought to It was **agreed** to take on the quote from Rick Boland roofing for the roof repairs at Coubro Chambers

12.Financial statement and presentation of payments for approval (a) The motion to appoint a chairman of finance had been agreed at item 5(a) and was moved on by the Chairman

(b) It was **agreed** to appoint Cllr Dawn Howarth as Vice Chair of Finance (c) In the absence of a Chairman of Finance Report of the Finance Working Party of 7th September 2020 the RFO gave a summary, including that Direct Debits would be included on the cheque register moving forward. Cllr Sparkes challenged the Coubro energy bill being so high to which the RFO explained she is currently looking into these issues. The payment list was presented to members at £18,333.10 which was **agreed** .It was **agreed** to move £100,000 to the CCLA account.

(d) The Financial Statement was delivered as below:

CURRENT ACCOUNT 50494844 £3,306.92 LESS UNPRESENTED CHEQUES/PAYMENTS -
£1,921.63* £5,228.55

BUSINESS SAVER 90915394 £203,553.97 CCLA ACCOUNT £11,783.22 FIDELITY
INVESTMENT £54,635.27 COIF £50.00 balance £275,251.01LINE 8 4

CASH BOOK

BALANCE BROUGHT FORWARD £122,580.88 ADD RECEIPTS £229,415.42
£412,996.30

LESS PAYMENTS £137,745.29 balance £275,251.01LINE 8

*UNPRESENTED CHEQUES

£0.00

Unpresented payments £198.37

Unpresented receipts -£2,120.00

TOTAL -£1,921.63

(e) This item was taken into closed session where it was proposed and **agreed** to appoint Peninsula as the HR for Holbeach Parish Council subject to additional information

(f) The item to agree on the salary scales was **agreed** to defer the salary scales to the October meeting and for the RFO to complete the review with the Working Parks and Cemeteries Manager.

(g) The item to rationalise the job roles and **agree** next steps was agreed to defer to the next meeting during closed session.

(h) The members **agreed** the follow on job role specifications for the Apprentice to the Assistant Clerk during closed session.

(i) The RFO explained the transition from program to online service which would be at no additional cost to the council and so members **agreed** to change to the online Scribe system.

(j) The members deliberated on the proposed CCTV consultation option, where Cllr Wilson asked who ran the cameras from SHDC to which the Chairman gave an overview. Cllr Flood commented that this was investigated previously and at that time they only did their own cameras. It was **agreed** to defer to next meeting.

13.PR working party

(a) The members received the PR working party report on IT systems and Cllr Sparkes gave an overview.

14.To agree to adopt the Remembrance Day parade (Cllr John Spencer) (a) It was **agreed** to appoint Cllr Paula Silva as a representative to the 2020 remembrance proceedings

(b) It was **agreed** to adopt the proceedings for the purpose of public liability insurance

(c) Cllr John Spencer invited members to the Remembrance day proceedings and gave a brief outline of what was intended for the day instead of a parade.

15.Confirm date and venue of next Parish Council Meeting

(a) The Chairman mentioned that he understood everyone wanted to just get back to normal and at the least anticipated the usual meeting date in October, however it was left to be called by the Clerk and the Chairman,

subject to change with Coronavirus legislation changes.

16. Agenda items for next Meeting

- To agree on the replacement fencing at Holbeach Bank playing field ·
- The Holbeach High Street Transformation Bid consultation
- To agree the salary scales
- To agree on the CCTV consultation
- To receive an update from the PR working party
- To discuss a process for press releases
- To update the Council on the transparency code
- To discuss a complaints procedure

The Vice chairman asked the Chair of PR whether their meeting was held independently or if they had made everyone aware, which was responded to with that the information regards their meeting was sent to the Chairman who had sent his apologies to attend their meeting which therefore was letting the office know.

The meeting was closed at 20:30

Signed Chairman



An Ordinary Meeting of Holbeach Parish Council was held on Thursday the 12th October 2020 on Zoom commencing at 19:00.

Present: Councillors: Paula Silva, Michelle Manley, Chris Back, John Spencer, Graham Rudkin, Carol Rudkin, Dawn Howarth, Evelyn Penney, Rachel Flood, Eddie McNally, Laurence Marchant, Sophie Hutchinson, Isobel Hutchinson, Stephen Johnson, Geoff Donley & Peter Sparkes.

David Boyce: Clerk

Jan Hearsey: Deputy Clerk/RFO

Brandi Rogan: Assistant Clerk

County Councillor Nick Worth, District Councillor Tracey Carter and 5 members of the public were in attendance.

The meeting was opened at 19:02 by the Chairman. There was no public forum.

1. Apologies

Apologies from Cllrs Paul Gunn, Kelly Wilson and Chris Back were accepted by the council.

2. Declarations of Interest

Members were reminded to declare their interests either now or at any part of the meeting. Councillors John Spencer, Evelyn Penney and Eddie McNally all declared an interest in the Royal British Legion.

3. Minutes of previous Meetings – 17th September 2020

Cllr Sparkes noted that the report that had gone in last month from the PR working party requested powers which should have been granted. The Clerk advised that reports are to update members and that any item which needs agreement should go on the agenda, then offered for an item to go on the next agenda if it was so wished. Cllr S Hutchinson noted that minutes weren't on the website from feedback from Parishioners, where the Clerk updated that due to the legislation change the items were being fed onto the new website with anticipated public launch this month following LCC approvals. The RFO updated Cllr Sparkes that all budgeting for expenditure would be happening shortly and invited Cllr Sparkes to that meeting to discuss what funding would be required to deliver the IT options.

4. To appoint a chair of Data Protection following the resignation of Cllr Stephen Johnson

This item was deferred as there was no volunteer for the role.

5. To agree on the CCTV consultation

Members were informed by the Chairman that he had contacted SHDC CCTV service and enquired about an extension to the existing service and they had notified him that if it was viable there would be a survey completed. Cllr Penney enquired as to the cost, which was explained it wouldn't be known until the survey stage.

6. Allotments (Cllr Graham Rudkin)

- (a) The Chairman of Allotments reported that the dykes were being cut and that the cleared garden plot had now been let.

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

- (a) It was noted the Chairman of Parks and Playing Fields circulated a report via email to members to which Cllr I Hutchinson invited questions, where there were none. Cllr I Hutchinson commented on the grass cutting report, then offered thanks to an outgoing member of staff and asked for one item to go to closed session, where no agreement was made.
- (b) The Clerk updated the council that the tender had been posted to 9 companies, where the postal receipt had been retained as evidence, then that the tender was on the new website for publication shortly. It was also noted to members that to date no tenders had been received in.

8. Cemeteries; Closed Churchyard, Park Road and Hallgate (Cllr Paul Gunn)

- (a) The Chairman of Cemeteries and Closed Churchyards left no report in his absence.
- (b) The Memorial inscriptions and burial reserved plots were signed as approved:
- Ingle - Reservation - Park Road - 185HH
 - Brothwell - Memorial - Hallgate - CRA52
 - Brighty - Reservation - Park Road - 185MM
 - Brighty - Reservation- Park Road - 185LL
 - Wright - Burial - Park Road - 186LL

9. Holbeach Bank Playing Field (Cllr Eddie McNally)

- (a) The Chairman of Holbeach Bank Playing Fields gave a report regards to the fence that had fallen between the pavilion and a property, which is the next agenda item so this has been documented at (b).
- (b) A conversation ensued around the previous owner and some background information on the property. It was noted by one councillor that the previous homeowner had stated it was their fence and that they had repaired it many a time from footballs damaging it. Another councillor commented that the fence had been repaired 12 years ago by the Council and that the previous Chairman had agreed to this. Cllr McNally commented that it was public money and that the right thing was to send a letter to the current homeowner. Cllr Johnson reminded members of GDPR in a public setting. The Clerk was asked to send a letter to the homeowner to request the replacement fencing along the boundary.

10. Planning (Cllr Eddie McNally)

- (a) The Chairman of Planning reported that there had been a glut of applications sent through and that he was updating the spreadsheet to share with members any of their comments that had been collated and submitted.
- (b) Cllr McNally explained that during the conversations about the transformation bid that it had come to light that there was very little signage for visitors to understand where they could park in town and that the Clerk had requested car park signage from the relevant bodies. County Cllr Nick Worth suggested that there could be some money in the pot to make that happen if the conversations with relevant bodies did not work out favourably.

- (c) The members discussed the proposed consultation to ask the public whether they would prefer traffic calming or timed restrictions in the Town, where County Cllr Nick Worth interjected with some additional information. Cllr McNally suggested it would be the best way to show the public that the Council were doing something positive. The motion was **agreed**.

11. Speeding (Cllr Michelle Manley)

- a) The members **agreed** the proposed list of Traffic Regulation Orders
- b) The motion to request an Archer survey from the Lincs Road Safety Partnership B1168 Holbeach St Johns was met with some questions including the cost and the potential following outcomes, where it was unknown. The item was deferred to the next meeting. Cllr Sparkes commented on the B1166 of which some of the road lay within the Parish, where the Clerk was asked to investigate the costs of an Archer survey and the implications of requesting one.

12. Property (Cllr Isobel Hutchinson)

- (a) Chairman of Properties reported that due to recent changes in COVID-19 guidance, that the meeting room at Coubro Building should not have a total of more than six people at any one time and that facemasks are obligatory. She reported that she was looking at prices for the replacement of windows at Coubro and 4a High St, the RFO was looking into prices for works to the boiler at Coubro. Cllr G Rudkin asked what was wrong with the boiler, Cllr I Hutchinson replied that it was cheaper to replace than repair and that the boiler was never part of the previous refurbishment works. Cllr I Hutchinson reported that the Lease on the offices on the first floor at Coubro was due to expire next year, it was **agreed** to ask the RFO to contact the Lessee informally to ask what their intentions were.

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

- (a) Chairman of Finance, Cllr R Flood reported that the Finance working party had met on 5th October 2020. She presented the Cheque Register totalling £15,711.68 for payment. Cllr C Rudkin queried the amount for wood for picnic tables as she stated that we already had these, the RFO explained that the picnic benches that the Council already has, were for Netherfields. It was also queried as to why the Council keeps hiring a post hole borer, should we purchase one? Cllr S Hutchinson spoke about walkie talkies. Cllr P Sparkes said that all chairs should be thinking about estimates. It was **agreed** to pay the cheque register totalling £15,711.68.

- (b) The Financial Statement was presented as follows:

HOLBEACH PARISH COUNCIL				2020-2021
BANK RECONCILIATION AS AT 28th September 2020				
BANK ACCOUNTS				
CURRENT ACCOUNT 50494844			£3,000.00	

LESS UNPRESENTED CHEQUES/PAYMENTS			£1,160.79	*
			£1,839.21	
BUSINESS SAVER 90915394			£191,450.06	
CCLA ACCOUNT			£11,785.10	
FIDELITY INVESTMENT			£54,790.89	
COIF			£50.00	
		bal- ance	£259,915.26	LINE 8
CASH BOOK				
BALANCE BROUGHT FORWARD			£122,580.88	
ADD RECEIPTS			£295,391.37	
			£417,972.25	
LESS PAYMENTS			£158,056.99	
		bal- ance	£259,915.26	LINE 8
*UNPRESENTED CHEQUES				
Unpresented pymts	£1,160.79			£0.00
Unpresented receipts	£0.00			

- (c) It was **agreed** to add the following to the CCLA mandate: RFO Jan Hearsey, Chair of Finance Cllr R Flood, Vice Chairman Cllr J Spencer & Cllr L Marchant.
- (d) Financial risk assessment, Cllr R Flood said that she was unable to recommend the updated risk assessment due to the inventory being out of date. Cllr J Spencer & Cllr E Penney agreed to assist the RFO with updating the inventory. Cllr C Rudkin stated that the inventory should be carried out thoroughly. A member of the Parks Working Party and a member of the Cemeteries working party will also help with inventories. Cllr R Flood said that she would like to review the Standing Orders number 18, and reduce the limit.
- (e) A Royal British Legion grant of £140 was **agreed**. The previous agreement to a Grant (Meeting 18th August 2020, item 2 (e)) had not been paid due to the withdrawal due to no Parade because of COVID-19. Cllr E Penney commented that as the Parades are not going ahead this year but Councils are organising events. Cllr J Spencer commented that there was a great deal of paperwork to complete. There will be a service on Sunday 8th November @ 2.30pm, no more than six people should be in the war memorial and no more than 30 outside. Cllr J Spencer he would put up notices to ask traffic to slow down. Cllr L Marchant volunteered to do the Risk Assessment.
- (f) It Was **agreed** to purchase a poppy wreath from the Royal British Legion for a £40 donation.
- (g) To agree on the salary scales – this was moved to Closed Session.

- (h) To rationalise the job roles and agree next steps – this was moved to Closed Session.

Cllr J Spencer took the opportunity to address the Council regarding recent problems within the Council. As a person involved in a business in Holbeach, he speaks to many people, and without naming and shaming Councillors, it was about time the Council knuckled down and worked together. There has been a lot of backstabbing, he asked “is it The Clerk?/The Office?/Councillors? There are around 8500 people in Holbeach and half of them do not know who their Councillors are. The office is the cog that holds everything together. He said he had received an envelope from another Councillor and was shocked at the contents, he felt the Councillor was not truthful with him. What did new Councillors think? As Councillors know, it is not possible to please all the people. Some things are bypassing the Clerk, it must be like it used to be. Everyone needs to respect each other. He went on to say that he had apologised to Cllr S Johnson after the last meeting. For the sake of the Council we must stick together, the Chairman is working hard and getting a lot of hassle, we do not want SHDC to become involved, we must pull something out of the bag. He went onto say that the Clerk has a lot on his plate, potentially, do we loose him or keep him? Cllr C Rudkin pointed out that she has been a Councillor for fifteen years and the last three years have been bad. She said that we really need things to be run properly. Cllr I Hutchinson stated that she had not fallen out with the Clerk but he with her. The Clerk stated that all the rudeness that has been put on Facebook had caused difficulties.

14. Fishpond Lane Nature Reserve (Cllr Michelle Manley)

- (a) Cllr M Manley reported that there were issues with some trees. She had had a meeting on site with a tree person and the Clerk. The tree situation needs to go on the agenda of the Finance working party. Chair of Finance, Cllr R Flood pointed out that there were tree issues in the closed churchyard. It was **agreed** that it was urgent and that to hold an extraordinary meeting to address the situation and to put out tenders. Cllr E Penney said she could pass on some names. It was decided that Cllrs G Rudkin, K Wilson & P Gunn will look into trees. Cllr G Rudkin said it was a major problem. The Clerk will get quotes and make contact by this time next week.

15. PR working party

- a) Cllr S Johnson began by saying that he was happy to split the PR Working Party & IT Working Party into two, but with a shared agenda and meeting minutes. Cllr P Sparkes explained that he was looking towards a tender process for all the equipment and training for the IT needs of the Council, he was to arrange a meeting with the Chair of Finance, Cllr R Flood and the RFO to discuss further. He anticipated a spend of in the region of £7500. Cllr E Penney queried as to where do all the tenders go, do they go to the Clerk? It was **agreed** to start a Tenders log. Cllr E Penney also suggested trialing an Action List so that all Councillors knew what was expected of them by the next meeting. Cllr G Rudkin said that needed looking at.
- b) If the Public wish to make a complaint/concerns, there is no official procedure. Cllr S Hutchinson said that there was a draft on the Team Drive and would the Council accept that so that the Public can contact the Council. Cllr G Rudkin said that he felt that was not in the PR Working Party remit, Cllr S Hutchinson responded that, yes it was. Cllr R Flood went onto say that there was nothing about the new company, Cllr S Hutchinson responded that this

is about the Council and the Public not HR which is internal. The Clerk commented that he did not think this document addressed the issues and where did it come from, to which Cllr S Hutchinson responded that it was based on a LALC document and similar to that of other Councils. Some Members said they were unable to find documents on the team Drive and Cllr P Sparkes explained how to refresh the screen. It was **agreed** to defer this item to the next meeting.

- c) Regarding the transparency code, Cllr S Hutchinson said that this had been discussed at the PR/IT Working Party meeting, there is legislation about what should be published on our website. She went on to say that she had had several successful meeting with the Clerk and then Apprentice Clerk, last year, the templates are all ready to go, there is a deadline for the end of 2020. The legislation came in, in 2018. The Clerk said that since February he has had little support with the changeover of the website. Cllr S Hutchinson said that the Transparency code and other documentation had been left with the Clerk. Cllr S Hutchinson stated that we do not currently have the information on our website, and the Clerk asked, what data? He said he is re writing the website. Cllr S Hutchinson pointed out that all the information had been on the Team Drive since September 2019. The Clerk asked for an extension of time. Cllr E Penney asked if new Councillors were given Standing Order and other LALC related documents? The response was that they had been but not given the Transparency code. Cllr S Hutchinson then asked the Clerk what a viable deadline would be for him, he responded he would review it on a monthly basis. Cllr G Rudkin said it would be looked into again next month. This was **agreed**.
- d) To discuss a process for press releases. It was said that if there are problems the Clerk should give press releases if a quick response is required, Cllr S Johnson is happy to assist. The PR/IT Working Party should consult with the Clerk regarding press releases. This was **agreed**.

16. To agree on policy for Operation London Bridge (Brandi Rogan)

The Assistant Clerk spoke about the need to have an adopted protocol in place in the event of the death of a senior member of the Royal Family. She and the RFO would arrange a meeting with Cllr J Spencer to discuss the details.

17. To agree dates for the 2021 meetings, subject to ongoing CoVID-19 guidance

It was **agreed** that a consistency of dates was needed.

18. Confirm date and venue of next Parish Council Meeting

- (a) The Chairman and the Clerk informed Members that this would be the second Monday in November.

19. Agenda items for next Meeting

- Please let the Clerk know agenda items for the next meeting.

Meeting closed at 21h30

Signed Chairman.....



An Extraordinary Meeting of Holbeach Parish Council was held on Wednesday the 28th October 2020 on Zoom commencing at 19:00.

Present: Councillors: Chairman Graham Rudkin, Vice-Chairman John Spencer, Carol Rudkin, Peter Sparkes, Paul Gunn, Geoff Donley, Laurence Merchant, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Michelle Manley, Eddie McNally, Kelly Wilson & Evelyn Penney

Jan Hearsey – Deputy Clerk/RFO
Brand Rogan – Assistant Clerk

1. **Apologies**

Apologies were received from Councillors: Paula Silva & Dawn Howarth

2. **Tree Tender**

Cllr M Manley spoke about the trees in the Nature Reserve, she is waiting for a price which she is hoping to have next week, so she asked to defer this to the next Full Parish Council Meeting. Cllr I Hutchinson said that she had met with the WPCM Tony Walker and they had looked at the trees in both Carters Park & Park Road Cemetery. It was confirmed that most of them can be dealt with by the staff. There is one in the cemetery that needs dealing with as part of the tender. Cllr R Flood suggested that Tenders were sent by email to which Cllr G Rudkin agreed. Cllr P Sparkes suggested that maybe tenders should be sent by post and email. Cllrs R Flood and M Manley suggested looking at the current tender policy along with the RFO. Cllr P Sparkes suggested more training for our Park staff, Cllr I Hutchinson replied that this was being done and would be discussed at the next Finance Working Party Meeting before being brought to Full Council.

It was **agreed** put out a tender for the tree works. (13 votes for, two members had not arrived into the meeting)

3. **Locking Up Matters**

Cllr I Hutchinson suggested moving this item into Closed Session, which was **agreed** by all present. (14 Councillors)

4. **To appoint a chair of Data Protection following the resignation of Cllr Stephen Johnson**

Cllr S Hutchinson stated that she was happy to take on this role. She was proposed by Cllr G Rudkin & seconded by Cllr P Sparkes. (13 votes for, one had not arrived in the meeting)

4. **To agree purchase of Microsoft Office 365**

Cllr P Sparkes stated that this was now a pressing issue because the office staff were

using a mix of formats, meaning switching between applications. He suggested moving from Google to Microsoft 365. The assistant Clerk's licence of Microsoft had expired in August 2020 and had not been replaced. Cllr P Sparkes proposed purchasing an Office 365 package that will align with longer term proposals. Cllr S Hutchinson said that the cost was around £28.20 per month. It was proposed by Cllr P Sparkes and seconded by Cllr R Flood to purchase this. This was **agreed** (15 votes for, one had not arrived in the meeting).

5. PR Working Party.

a) To agree to adopt the Transparency code

Cllr S Hutchinson said that she had met with the Deputy Clerk/RFO and the assistant Clerk and the documentation from that meeting was on the Team Drive. We must have this documentation in place in order to be able to publish our website. This is not the Transparency code but it includes all that is needed. It has been suggested that the Cheque Register is published to the website. Everything else required to publish the website is in the Councils standard documents. Cllr P Sparkes said it would be of benefit if the agendas and supporting documents were available three days before a meeting and the minutes seven days after being agreed at a meeting. This would provide Parishioners with all the information available. It was proposed by Cllr S Hutchinson & seconded by Cllr P Sparkes, and was **agreed**. (14 votes for, one not arrived in the meeting)

b) To agree to adopt the Publics Complaints and Concerns Policy

Cllr G Rudkin thanked Cllr S Hutchinson for all her hard work in preparing these documents. It was proposed by Cllr G Rudkin & seconded by Cllr R Flood, all **agreed** (14 votes for, one member had not arrived in the meeting)

7. To consider and agree to adopt the COVID-19 Risk assessment for the Wreath laying Ceremony for the Royal British Legion.

Cllrs John Spencer, Evelyn Penney & Eddie McNally all declared an interest in this agenda item and did not participate in the vote.

The risk assessment is being carried out by Cllr L Merchant & Cllr P Silva tomorrow (Thursday 29th October 2020), if Councillors are in agreement, the Risk Assessment will be forwarded to each Member for approval before the events take place. Cllr P Sparkes said that this is an important event to which the Council should offer their full support. Cllr J Spencer thanked him. It was **agreed** (12 votes for, 3 declarations of interest).

8. Staffing Matters

It was resolved to move this agenda item into Closed Session as per the agenda.

Cllr P Sparkes suggested that Cllrs put Cllr followed by their name when signing into Zoom so that they are easily identifiable.

The meeting closed at 20H30

DRAFT



A Meeting of Holbeach Parish Council was held on Monday the 9th November 2020 on Zoom commencing at 19:00.

Present: Councillors: Chairman Graham Rudkin, Carol Rudkin, Peter Sparkes, Paul Gunn, Geoff Donley, Laurence Marchant, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Eddie McNally, Kelly Wilson, Dawn Howarth & Evelyn Penney

Jan Hearsey – Deputy Clerk/RFO
Brand Rogan – Assistant Clerk

The meeting was opened at 19:04 by the Chairman. There was no public forum.

1. Apologies

Apologies were received from Councillors: Paula Silva & John Spencer

2. Declarations of interest.

Members were reminded to notify the Clerk of any interests either now or during this meeting at the relevant agenda point. No interests were raised.

3. Minutes of previous meetings:

To be moved to the agenda of the Meeting of 14th December 2020

4. Police, District and County matters.

a) Police matters - The Assistant Clerk reported that she had received a report from the Police stated that there was an ongoing investigation into hare coursing. Fraud and scams crimes had dropped but it still remains a problem. People should still be vigilant, especially where vulnerable persons were concerned.

b) District Matters - Cllr G Rudkin said there was nothing to report.

c) County matters – The Deputy Clerk said there was nothing to report.

5 Highways matters

The Deputy clerk read out the road closures. She also read out an email received from a Parishioner along with an Archer study with reference to the B1168 at Holbeach St Johns. Cllr P Sparkes offered to speak with the Parishioner and to look into the matter. The was **agreed** (14 votes for)

6. Allotments

Cllr G Rudkin gave his report, allotment rents were coming in and he would give a further update in the December meeting. There had been one complaint but that had been looked into.

7 Carters Park, & Parish Playing fields

- a) Chairman of Parks & Playing fields report – Cllr K Wilson said that there was not a lot to report. Following Government guidance, the play areas remained open but the outdoor gym had to close. Cllr K Wilson spoke about the grass cutting contractors and when to stop cutting, the Deputy Clerk/RFO reported that the Council had spent the budgeted amount this year. Cllr G Rudkin said that a cut had been made last week and suggested that the Council stop the Contractor for this year. The Parks' team can cover for now. This was **agreed** (14 votes for)
- b) To close the dog run for the winter period- Cllr K Wilson stated that the dog run is normally open from 01/03 to 31/10 each year, she had looked at it and for the moment it was ok. She suggested asking the Parks' team to assess the situation on a weekly basis and to advise the Council when to close. This was **agreed** (14 votes for). Cllr K Wilson asked the Deputy Clerk to inform the WPCM.

8 Cemetery Chapels, Park Road, Hallgate & All Saints Churchyard

- a) Cllr P Gunn gave his report – The holly man will start cutting this week. He has been informed of the times of any funerals, during which time he will not cut. This was **agreed** (14 votes for)
 - (a) Memorial inscriptions and burial reserved plots: The Assistant Clerk updated the meeting to the outstanding memorial and burial grants which were **agreed** as follows:
 - b)
- Cook - Reservation - Park Road - 189KK
Coles - Reservation - Park Road - CRD28
Callec - Burial - Hallgate - Lawn A
Fitch - Memorial - Park Road- 174GG
Vince - Memorial - Hallgate - A27
Dixon - Burial - Park Road - 170QQ
- c) Wood in the churchyard – Cllr P Gunn stated that the Council needs to have the wood from the fallen tree removed so as to finish clearing the area. A member of the public had offered £20 a trailer load. Cllr G Rudkin asked how big was the trailer? He went on to say that he had hoped that the Council could achieve around the £250 mark for the wood. He asked Cllr S Hutchinson if she could put it on the Council's Facebook page. Cllr P Sparkes said that wood was at a premium price right now with seasoned wood fetching £50-£70 per tonne, although this wood was not seasoned. Cllr P Gunn agreed. Cllr S Hutchinson said that she needed exact sizes for Facebook and details for how to collect. Cllr G Rudkin stated that the WPCM had estimated between 10 and 12 tonnes, he suggested Parishioners making offers. Cllr P Sparkes suggested a time limit, ie offers by a certain time, 14 days, Cllr K Wilson said that a time should be added for collection once a price had been agreed, this was put as 21st November 2020. This was **agreed** (14 votes for)
- d) Options for signing the memorial documents during the current lockdown - As Councillors were discouraged from attending the Council Chambers due to

Government Guidelines, it was suggested that for the period of the lockdown, the memorials would be signed by the Deputy Clerk (in the absence of the Clerk) and Cllr P Gunn & G Rudkin. This was **agreed** (14 votes for)
Cllr G Rudkin reported on behalf of Holbeach in Bloom, that he had begun tidying the plants in the churchyard but was not sure when he would get more plants. Cllr P Gunn thanked him and went on to thank all Members for their concern and assistance during his recent illness.

9. Trees

Cllr G Rudkin began by saying he was saddened by the resignation of Cllr Michelle Manley and thanked her for all her hard work.

- a) Tree tender – the Deputy Clerk reported that Cllr M Manley had received one quotation for the tree work in the Nature reserve at a cost of £3600. Cllr G Rudkin said that we needed to get more quotations. Cllr R Flood said that she had spoken with Michelle Manley and that she had asked four tree surgeons to give a price but only one had responded. Cllr P Sparkes asked if the Parks' team could deal with this, but if not get more quotes. Cllr G Rudkin said he had spoken to a tree surgeon and would look into it. Cllr P Sparkes suggested a tree surgeon who he had used but Cllr R Flood said that, that particular person had already been contacted. It was a busy time of year. Cllr I Hutchinson asked if the trees in the closed Churchyard could be looked at, at the same time. Cllr P Gunn said he would show Cllr I Hutchinson which trees they were. Cllr R Flood said she believed that a quote had been received for the trees in the closed churchyard but did not know where it was. Cllr G Rudkin said that the Council needs to identify the trees that need work, urgently. Cllr E Penney has details of a tree surgeon, she will email it to Cllr G Rudkin. Cllr K Wilson went on to say that the Council also needs to make a decision on Parks' staff training. Cllr G Rudkin said he thinks he knows which trees they are in the closed churchyard. It was **agreed** that Cllr G Rudkin will look into this.

10. Holbeach Bank playing field

Cllr E McNally said there was not much to report due to COVID. He had received a questionnaire from Sport England which he had passed on.

11. Planning applications

Cllr E McNally reported that there had been an objection from a Parishioner with regard to a five bedroom detached house in Long Lane as it would cut out light. This has been passed to SHDC. Cllr E McNally said that all documents relating to the Planning Working Party were on the Team Drive. Cllr S Hutchinson suggested putting the Planning Working Party documents into the Full Council shared drive, Cllr E McNally said he would do this.

12. Properties

Cllr I Hutchinson said that there was little to report, the roof had been done at Coubro. She is waiting for prices re works at Coubro.

13. Financial statement and presentation of payments for approval.

- a) Cllr R Flood presented the Cheque register totalling £39,858.14 for payment, including authority sort from Council for the signing of two direct debit mandates, one to Peninsula and one for the ICO. It was **agreed** (14 votes for).

Cllr R Flood asked if all Members had viewed the IT tender, Cllr E Penney said she had not as she was continuing to experience problems with her tablet, she will make an appointment with the office so that these problems can be rectified. Cllr R Flood went on to say that the IT tender was very good and thanked Cllr P Sparkes. It was **agreed** to send out the tender by email but to follow this up with a telephone call to ensure the email has been received and to add an email read receipt to the emails. (14 votes for).

b) The Financial Statement was presented as follows:

HOLBEACH PARISH COUNCIL

2020-2021

BANK RECONCILIATION AS AT 30th October 2020

BANK ACCOUNTS

CURRENT ACCOUNT 50494844	£2,585.85	
LESS UNPRESENTED CHEQUES/PAYMENTS	£770.80	*
	£1,815.05	
BUSINESS SAVER 90915394	£182,795.00	
CCLA ACCOUNT	£11,786.51	
FIDELITY INVESTMENT	£55,187.89	
COIF	£50.00	
	balance	£251,634.45 LINE 8

CASH BOOK

BALANCE BROUGHT FORWARD	£122,580.88	
ADD RECEIPTS	£305,028.91	
	£427,609.79	
LESS PAYMENTS	£175,975.34	
	balance	£251,634.45 LINE 8

*UNPRESENTED CHEQUES

Unpresented pymts	£770.80	£0.00
Unpresented receipts	£0.00	

c) **Rigby Taylor Chemicals:**

The RFO explained that the cost of the Chemical purchased last year was £1531 plus VAT. Cllr R Flood proposed that the RFO investigate to see if we can find a cheaper supplier, this was seconded by Cllr P Sparkes, all **agreed** (14 votes for).

d) Training courses for the parks team.

It was resolved to take this item into Closed Session.

14. Locking up Tender and distribution list

It was resolved to take this item into Closed Session.

15. Staffing Matters

It was resolved to take this item into Closed Session.

16. The date of the next meeting is Monday 14th December 2020 at 19h00 via Zoom.

Cllr E Penney enquired as to if it would be possible to hold the meeting in person, Cllr G Rudkin explained that at the present time, Government guidance means this is not possible.

17. Agenda items for the Month:

Cllr P Sparkes thanked the office team for the way the information for tonight's meeting had been collated into the team drive.

The meeting closed at 20H30



A Meeting of Holbeach Parish Council was held on Wednesday the 18th November 2020 on Zoom commencing at 19:00.

Present: Councillors: Chairman Graham Rudkin, Carol Rudkin, Peter Sparkes, Paul Gunn, Geoff Donley, Laurence Marchant, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Eddie McNally, Kelly Wilson, Dawn Howarth.

Jan Hearsey – Deputy Clerk/RFO
Brand Rogan – Assistant Clerk

The meeting was opened at 19:00 by the Chairman. There was no public forum.

1. Apologies

Apologies were received from Councillors: Paula Silva & John Spencer

2. Declarations of interest.

Members were reminded to notify the Clerk of any interests either now or during this meeting at the relevant agenda point. No interests were raised.

3. Staffing Matters

It was agreed to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted.

The meeting closed at 19h08



A Meeting of Holbeach Parish Council was held on Tuesday the 1st December 2020 on Zoom commencing at 19:00.

Present: Councillors: Chairman Graham Rudkin, Carol Rudkin, Peter Sparkes, Paul Gunn, Geoff Donley, Laurence Merchant, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Eddie McNally, Dawn Howarth, Evelyn Penney

Jan Hearsey – Deputy Clerk/RFO
Brand Rogan – Assistant Clerk

The meeting was opened at 19:00 by the Chairman. There was no public forum.

1. Apologies

Apologies were received from Councillors: Paula Silva, John Spencer & Chris Back

2. Declarations of interest.

Members were reminded to notify the Clerk of any interests either now or during this meeting at the relevant agenda point. No interests were raised.

3. Staffing Matters

It was agreed to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted.

The meeting closed at 19h06

Chairman



A Meeting of Holbeach Parish Council was held on Monday the 14th December 2020 on Zoom commencing at 19:00.

Present: Councillors: Chairman Graham Rudkin, Carol Rudkin, Peter Sparkes, Paul Gunn, Geoff Donley, Laurence Marchant, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Eddie McNally, Kelly Wilson, Dawn Howarth, Chris Back & Evelyn Penney

Jan Hearsey – Deputy Clerk/RFO

The meeting was opened at 19:01 by the Chairman. There was no public forum.

1. Apologies

Apologies were received from Councillors: Paula Silva & John Spencer. The Chairman G Rudkin apologised that there was a lot of business on tonight's agenda.

2. Clerks report

(a) The Deputy Clerk reported that there was one vacancy which had been advertised via the Parish Facebook page and on the Town notice board. Cllr R Flood commented that there were two other Parish notice boards, it was resolved that the Deputy Clerk would email all future notices to Cllr R Flood so that she could organise the display of them.

3. Declarations of interest.

Members were reminded to notify the Clerk of any interests either now or during this meeting at the relevant agenda point. No interests were raised.

4. Minutes of previous meetings:

It was proposed by Cllr G Rudkin and seconded by Cllr L Marchant to **agree** to move this to closed session. (15 votes for)

5. Police, District and County matters.

- a) Police matters – The Deputy reported there were no Police matters to report
- b) District Matters - Cllr G Rudkin said there was nothing to report. He believed the Government were looking into our local Covid tier banding on 16/12/2020.
- c) County matters – The Deputy Clerk said there was nothing to report.

6 Highways matters

(a)The Deputy clerk read out the road closures. Cllr P Gunn informed Members that the residents of Back Lane had all received a survey regarding the parking restrictions. The one hour parking restriction is to continue.

(b) **To approve the deployment of our reactive speed sign on the B1168 at Holbeach St Johns.** Cllr P Sparkes began by saying that following advice from the meeting of 18th November, his reports that there were problems on the B1168. There are 90 degree bends and in the last month there has been three road traffic accidents resulting in the chevron signs being damaged. He went on to say that the Council could deploy the speed sign. In correspondence, it is apparent that we need permission to deploy. Cllr P Sparkes has been in contact with LCC, we can strap the sign to the post that is available, it is our responsibility to install it and who can do it? Cllr S Johnson said that he had worked with Michelle Manley with regard to this in the past. There should be a plan at the Council offices of site where the speed sign can be deployed. He believes there is a site for one at Holbeach St Johns. The Deputy Clerk will look into finding the map. We need to ask for a licence if there is no bracket, if the Deputy Clerk has the number of the lamp post she can contact Highways and seek permission. Cllr P Sparkes asked if there was anyone who could install the sign? Cllr S Johnson said that he and Michelle Manley used to do it. The charge only lasts about 12 days so needs monitoring. Cllr R Flood asked if we can retrieve the data, Cllr S Johnson said yes. Cllr P Sparkes will liaise with Cllr S Johnson. Proposed Cllr P Sparkes, seconded Cllr G Rudkin. It was **agreed** (15 votes for)

(c)**To request installation of this.** As above

(d) **To identify who can monitor, maintain and gather data from the sign.** Cllr S Johnson will show Cllr P Sparkes how it works. It is all at Coubro.

7. Allotments

Cllr G Rudkin gave his report, allotment rents for this six months were: £6670.76 due and £1521 still outstanding. Reminder letters had been sent out and hopefully more money will come in next month. One allotment at Battlefields needs clearing, Tony Walker will help and then it will need to be ploughed, which due to the weather, will be after Christmas.

7 Carters Park, & Parish Playing fields

a) Chairman of Parks, Cllr K Wilson reported that the dog run had been closed as previously discussed. Cllr I Hutchinson reported that the Parks' team were working on the hedges but this had been delayed due to the weather.

b) **Locking up tender** – it was resolved to take to Closed Session.

8 Cemetery Chapels, Park Road, Hallgate & All Saints Churchyard

a) Cllr P Gunn gave his report – he had walked around the cemeteries yesterday. The remaining bits of the old tree in Park Road Cemetery, had nearly gone. There were a few graves stones that needed attention, they will be looked at after Christmas by the Parks' team, when we will look at a tree programme. There was

£10,000 allocated to be spent at Hallgate Cemetery. Cllr I Hutchinson asked when the remaining logs would be gone? Cllr G Rudkin replied that the weather had caused a problem, some went Monday, he would ring and ask when the rest are going. Cllr I Hutchinson asked that once they are cleared, if the Council are committing to repair the headstones? Cllr G Rudkin asked Cllr P Gunn if we are covered by insurance, Cllr R Flood said no. Cllr R Flood mentioned that there were some slates off the cemetery chapel, Cllr I Hutchinson said that the Council owned this building, it was the Council's responsibility to repair the roof. Cllr P Gunn said he will look and report back, Cllr G Rudkin said it was on the right hand side. Cllr G Rudkin asked if the Council could use local people to carry out the repairs. Cllr I Hutchinson stated that it is a listed building and that the Council needs to talk to South Holland District Council, Cllr G Rudkin said that old slates would look best. Cllr P Gunn said he would look and report back.

(b) Memorial inscriptions and burial reserved plots: The Deputy Clerk updated the meeting to the outstanding memorial and burial grants which were **agreed** as follows:

Gamble – Memorial – Park Road – 178CC

Stafford – Memorial – Park Road – 174LL

Lamb – Burial – Park Road – 4D

Lamb – Memorial – Park Road – 4D

Weightman – Burial – Hallgate – B11

Gittins – Burial – Park Road – 155YY

Diggle – Burial – Park Road – 187NN

10. Holbeach Bank Playing field (Cllr E McNally)

- a) Cllr E McNally reported that he had been contacted by the Deputy Clerk regarding insurance value for the pavilion, the current cover for £29,000 was not sufficient, he had consulted with committee members and a realistic value was £100,000.
Cllr R Flood declared an interest in this item.
- b) Grass cutting LCC – Cllr I Hutchinson explained that this was for two cuts per year and covered all verges. Cllr S Johnson asked Cllr E McNally if there was further news regarding the boundary dispute at Holbeach Bank? Cllr E McNally asked the Deputy Clerk if she knew if the Clerk had written to the homeowner, she had no knowledge of this. Cllr E McNally said that this had been discussed before. Cllr R Flood commented that she believed the Parish Council had repaired the fence some twelve years ago. Cllr G Rudkin suggested making this an agenda item for January. This was proposed by Cllr P Sparkes and seconded by Cllr R Flood (15 votes for)

11. Planning Applications

(a) Chair of Planning, Cllr E McNally gave his report, there had been a deluge of applications this month, all had been commented on and the application report was on the main Council Drive. Cllr R Flood mentioned the take-away and questioned, is there a block on them? It had been reported on television that she believed that this was the first area to do this. Cllr C Rudkin said that she believed that Holbeach has the most take-aways in the country and that there was a ban on anymore, this was on

national television and she feels that the town does not need anymore. Cllr G Rudkin said that he had contacted SHDC to ask if there was a plan regarding take-aways, but he had not had a response.

(b)Cllr S Hutchinson gave an update on the result of the planning survey. She said that as a public consultation was not feasible due to being in lockdown, the consultation was done by way of Facebook. She had received 77 responses with all going for traffic calming, she went on to say that she believes that this has started a conversation amongst Parishioners for traffic improvement. Cllr E Penney commented that it took her a long time to find the survey on Facebook, could we not advertise in the press and local shops, Tesco for example. Cllr S Hutchinson responded that it was in the press, in both local newspapers. Cllr E Penney said about giving a handout out and voting slips in the community because maybe the online results do not represent the people in the Parish, Cllr S Hutchinson pointed out that in consultation with District Cllr N Worth, this had not been possible due to lockdown. It may be possible to do the survey again. Cllr G Rudkin said that the biggest problem is parking, LCC's restrictions to streets make it worse, he hopes LCC will look into the parking situation.

12. Property

Chair of properties, Cllr I Hutchinson said that she had sent out a report to all Members. A tenant in Coubro had asked to swap their room with the Council's meeting room, this would be an advantage for the Council as it provided another fire access. She said that she did not have a problem with this. This was proposed by Cllr L Marchant and seconded by Cllr R Flood. (15 votes for).

Cllr I Hutchinson went on to say that there were issues with the heating at Coubro, one of the tenants had complained and an engineer had to come out and carry out a repair. It really needs a new boiler, radiator valves and flushing out, and she asks Members for permission to seek this. Cllr L Marchant asked how old the boilers is, Cllr I Hutchinson replied that it is around 15 years old, Cllr L Marchant said that a new boiler would reduce costs. Cllr I Hutchinson said that she had been looking at the figures for this year and there was a surplus within Properties of c £9,000, so the money is there, it would also give us bigger savings next year. Cllr L Marchant asked if there were any Grants available, Cllr I Hutchinson said they were not as the Council is a business. Cllr P Sparkes said he was going to ask the same, it makes sense to have a new boiler. Cllr P Sparkes proposed the installation of a new boiler and associated works, Cllr L Marchant seconded (15 votes for).

Cllr I Hutchinson said that the properties needed new valuations next year. There were some small repairs needed but nothing significant. Holbeach United Charities have changed their Clerk and no longer have storage for their documents (deeds & minutes), they are seeking space within our safe. It was suggested that they could bring a locked box to the Council's office and it would be placed in the safe. Cllr G Rudkin asked if we would charge for this, Cllr I Hutchinson suggested that as they are a charity, no. All Members agreed (15 votes for).

13. Financial statement and presentation of payments for approval.

a) Chair of Finance Cllr R Flood presented the Cheque register totalling £28,606.15 for payment, it was **agreed** (15 votes for).

She went on to say that there was an amount of the cheque register for £870.23 for the renewal of the motor insurance, she wanted to point that this was not new for old.

b)The Financial Statement was presented as follows:

HOLBEACH PARISH COUNCIL				2020-2021
BANK RECONCILIATION AS AT 30th November 2020				
BANK ACCOUNTS				
CURRENT ACCOUNT 50494844			£3,000.00	
LESS UNPRESENTED CHEQUES/PAYMENTS			£604.38 *	
			£2,395.62	
BUSINESS SAVER 90915394			£145,542.58	
CCLA ACCOUNT			£11,786.51	
FIDELITY INVESTMENT			£55,187.89	
COIF			£50.00	
		balance	£214,962.60	LINE 8
CASH BOOK				
BALANCE BROUGHT FORWARD			£122,580.88	
ADD RECEIPTS			£310,442.80	
			£433,023.68	
LESS PAYMENTS			£218,061.08	
		balance	£214,962.60	LINE 8
*UNPRESENTED CHEQUES				
Unpresented pymts				£0.00
Credit card	£610.28			
ICO dd	£40.00			
	708784	£40.00		
British Gas dd		£69.70		
Greenzone		£47.06		
British Gas dd		£136.87		
E-on dd		£45.47		
Unpresented receipts		-£385.00		
TOTAL		£604.38		

c) New barrow for litter picker:

Cllr R Flood stated that the current barrow was not suited to the task, Cllr G Donley asked what is wrong with it? Cllr R Flood said that the litter picker has to empty its bins onto the floor and then place the contents in a bin bag as the bags do not fit the bins. Cllr R Flood said there had been some research, you have to pay for what is required. A cheaper one would require replacing say next year. Cllr L Marchant said that the Council did not want to buy a cheap one twice. Cllr G Rudkin reiterated that it was not possible to put black bags in the current one. The information on the Drive was for the new one. It was proposed by Cllr R Flood and seconded by Cllr C Rudkin to purchase the new barrow (15 votes for).

c) To agree to adopt the new Standing Orders.

Cllr G Donley asked why the Council was proposing to change the Tender price to £,1000, Cllr R Flood explained that this was so that all larger purchases were brought to the table. Tenders would be able to come and go by email. This is the standard LALC Standing Orders. This was proposed by Cllr R Flood and seconded by Cllr D Howarth. (15 votes for)

d) To agree to move to Sage online payroll

The RFO explained that this is cheaper than the current installed software version. She went on to explain that there was talk that Scribe would be introducing a payroll add on to their software, which would be beneficial in the long term and we can look at this again if/when this product becomes available. It was proposed by Cllr G Rudkin and seconded by Cllr P Sparkes to move Sage to the cloud based version. It was **agreed** (15 votes for)

e) To agree to appoint a new internal auditor.

Cllr R Flood reported that the RFO had found another auditor and asked if we would need to sign a contract? The RFO explained that in the first instance, she required Members approval to take the Council's laptop to a meeting with the auditor to discuss in finer detail the work involved. Cllr G Donley said it needs to be done. This was proposed by Cllr L Marchant and seconded by Cllr G Rudkin, all **agreed** (15 votes for)

f) To agree to the elevated platform training for the WCPM

Cllr S Johnson said that this was agreed at the last meeting, Cllr P Sparkes confirmed this. It was **agreed**.

g) To agree to purchase chemicals from Rigby Taylor

Cllr R Flood proposed purchasing the chemicals as per last year, this was seconded by Cllr S Johnson. All **agreed** (15 votes for).

h) To agree to adopt the updated Financial Risk Assessment

Cllr R Flood said she was happy with this but queried where the Office inventory was, the Deputy Clerk explained that due to lockdown and the area being in tier 3, it was not possible to carry this out at the moment. Cllr R Flood said to defer to the next meeting. This was **agreed**.

i) To make arrangements to pay the credit card in January

Cllr R Flood asked Cllr I Hutchinson to explain. She said that normally the January meeting was the third Monday in the month and the Finance meeting the second Monday to give more time to agree the estimates for the next financial year. This would mean that the credit card would not be agreed for payment until after the due date. Cllr I Hutchinson suggested that Members give the Finance Working Party delegated powers to authorise the payment of the credit card or alternatively, an email could be sent to all Members to ask for approval, but all Members would need to respond. Cllr P Sparkes queried if this was just for January? The answer was yes. Cllr S Johnson said that delegated powers makes sense. It was proposed to give the

Finance Working Party delegated powers to authorise the credit card payment in January, by Cllr L Marchant and seconded by Cllr S Johnson. It was **agreed** (15 votes for)

14. Data Protection Working Party

Chair of Data protection Cllr S Hutchinson explained that she had sent out an email to all Members with the updated Policies, has everyone seen this? It is uniform documents, does anyone have any questions? She went on to say that she would like to get all these documents approved for GDPR purposes. Cllr R Flood asked if this covered ex-staff? Cllr S Hutchinson said that it did not cover ex-staff but covers all volunteers, she reminded Members that 7 Councillors still had to complete the training and that if there were any problems accessing the Drive, please let her know. Cllr E Penney asked if Cllr S Hutchinson had received hers. The majority had been received and any outstanding ones will be sent over. Cllr S Johnson commented that Cllr S Hutchinson had produced very good work, Cllr P Sparkes agreed. Cllr S Johnson proposed to accept these policies, this was seconded by Cllr G Rudkin, it was **agreed** (15 votes for).

15. To appoint a Chair of the Nature Reserve

Cllr G Rudkin asked if anyone had an interest in taking on this role, Cllr L Marchant said that he did and will take on the role. Cllr G Rudkin thanked him.

a) Tree Tenders

Cllr G Rudkin reported that he had spoken to someone who said that a road closure would be needed which could take three months, and this alone would cost £800, Cllr E Penney said she had sent an email to Cllr G Rudkin with details of a tree surgeon, Cllr G Rudkin said he had not seen it. Cllr E Penney will now forward this to Cllr L Marchant. Cllr G Rudkin said that the Council needs to get started on the trees, there was one in the churchyard that needs dealing with.

b) Tree planting

Cllr P Sparkes said that the Woodland Trust were campaigning to plant more trees. They were offering trees for free. Cllr G Rudkin said that the Council had, had some last year which were planted at Hallgate cemetery. There are some trees behind the Parish offices which are waiting to be planted. Cllr R Flood said that there will be some available for the Queen's anniversary next year. Cllr G Rudkin confirmed there is space at Hallgate cemetery and that Tony Walker had potted up trees. Cllr R Flood suggested offering the trees behind Coubro to the public. Cllr P Sparkes suggested putting it on Social media. Cllr P Sparkes proposed and Cllr R Flood seconded. It was **agreed** (15 votes for).

16. To adopt Operation London Bridge.

The Deputy Clerk explained the document that had been prepared by the Assistant Clerk. Cllr S Johnson said that it was a very good document and it needs agreeing now to which Cllr P Sparkes agreed. Cllrs E Penney & R Flood queried as to other locations for reading the procuracy when the time arrives, The Deputy Clerk explained that there would only be c24 hours notice so to hire a venue would be impractical. She also said that it may be an idea to discuss the document every six months for the purpose of refreshing. It was Proposed by Cllr P Sparkes and seconded by Cllr S Johnson. All **agreed** (15 votes for)

17. PR/IT Working Party:

a) Cllr P Sparkes gave an update on the IT tender. The tenders had been sent out. We have received a notification from one company that it is not the business they cover. He requested that the Office contact those organisations that have not been heard from are chased up.

The Chairman closed the meeting, however, it was pointed out by Cllr S Johnson, that there were agenda items 19 & 20 to discuss, the meeting continued.

18. Staffing Matters

It was **agreed** to take this to closed session.

19. Any other business

Cllr P Sparkes said that under item 6, could he please ask for an Archer survey on the B1166 at Holbeach Drove towards Crowland. It is currently 40mph then 60mph then 40mph and has been reduced to 50mph. Cllr G Rudkin queried if that is not Whaplode, to which Cllr P Sparkes answered that part is Whaplode and part Holbeach, we could work together. He will look into the cost with Nigel Pepper. There has been many accidents. This was **agreed**.

20. Date & Time of next meeting:

It was **agreed** that the next meeting of the Finance Working Party would be 11th January 2021 at 18h00 and the next meeting of the Full Council will be 18th January 2021 at 19h00.

The meeting closed at 20H38

Signed Chairman.....



A Meeting of Holbeach Parish Council was held on Monday 18th January 2021 on Zoom at 19:00 there was no Public Open Forum.

Present: Councillors: Graham Rudkin, Carol Rudkin, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Dawn Howarth, Eddie McNally, Paul Gunn, Laurance Marchant, Peter Sparkes and Geoff Donley

Jan Hearsey: Deputy Clerk

Chairman Graham Rudkin chaired the meeting.

1. Apologies

Cllrs John Spencer. Cllrs Evelyn Penney, Chris Back & Paula Silva were not present.

2. Declarations of Interest

Members were reminded that before any deliberation on any agenda item where a member had an interest they declare now. Cllrs: G Rudkin, C Rudkin and R Flood declared an interest in item 7.

3. Minutes of previous meeting – 14th December 2020. It was **agreed** to accept the minutes, Cllr S Hutchinson said could this be subject to amendments to item 11b, planning survey, 44 votes for traffic calming and 35 for time restrictions. There was no consultation with Cllr N Worth and it may be possible for further surveys. The Deputy Clerk agreed to make the amendments.

4. Clerks Report (Deputy Clerk)

- (a) The Deputy Clerk updated the Council that the current vacancy on the Town Ward had expired its notice period for elections and was now available for co-option.
- (b) The Members had received one written application for the office of Parish Councillor and voted on the candidate where it was **agreed** to co-opt Samuel Richardson (13 votes for). Cllr G Rudkin explained that the co-opted Member could not participate in the meeting as he had not signed the required forms. He welcomed him to the Council on behalf of Members. The Deputy Clerk made arrangements for the signing of the documents of Office.

5. Police and County Matters

- (a) The Deputy Clerk read out the Newsletter from the Police. There had been some cycle related crime.
- (b) District Matter: Cllr G Rudkin reported that the Covid vaccinations at Springfields in Spalding were going well.
- (c) County Matters: There were none to report

6. Highways Matters (Deputy Clerk)

- (a) The Deputy Clerk reported the following road closure:
Dam Gate (Between Fishpond Lane & a point 75m North), PERIOD OF RESTRICTION: 15/2/2021 to 19/2/2021
There was a notification that Parsons Lane Bridge at Whaplode Drove, was due to be replaced this Spring. The Deputy Clerk had been asked to respond to a notification from LCC. It was **agreed** to instruct the Deputy Clerk to reply that Members were in full support of this and accepted the diversion.
Members raised the problem of the sink hole in Boston Road. Cllr G Rudkin said he would send an email to Mr Grocock at LCC.

7. Estimates 2021-2022 - Consider and sign precept (RFO)

It was confirmed that the details had been gone through in the Finance meeting. Members were asked if they had seen the documents on the team Drive. The RFO reported that the Estimates for 2021/22 were considerably higher than previous years, due to in some part to works required on the Cemetery Chapel which is a listed building. There were three options put before Members, which had been prepared by Cllrs I & S Hutchinson. Chair of Finance Cllr R Flood said she preferred the option with the lowest increase. Cllr G Donley asked what impact the increases would have on individual households. It was estimated at £4 or less per household per annum. A discussion ensued as to saving money by not locking up the parks and cemeteries. Cllr L Marchant asked what the impact of not locking up would be, Cllr I Hutchinson responded that in the past this had caused an increase in anti-social behaviour in both Carters Park and Park Road Cemetery. Chairman Cllr G Rudkin made an allowance for newly co-opted Cllr S Richardson to comment. He said that there had been an increase in the abuse of CO2 (silver bullets) around the Community Centre, if you leave the park open this will leave more space for people to do this habit. Cllr P Sparkes felt that there was no choice due to anti-social behaviour and the reports of the Policing Team. Cllr K Wilson re-iterated the problems with CO2 abuse. Cllr P Sparkes said that the Council needs to maintain a level of service to Parishioners. Cllr G Donley reported that District were increasing their budget in the region of 2.5%. Discussion continued with Members saying that they did not want a large increase, it had been a difficult year for everyone. By taking £30,000 from the Council's reserves would leave approximately £75,000 in reserve, this was in line with guidelines. Cllr K Wilson proposed accepting Option 2 with taking £30,000 from reserves which would be a Precept of £223,315, a 4.55% increase, this seconded by Cllr P Gunn, this was **agreed**. (9 votes for, three Members could not vote as they had declared an interest and one Member voted for Option 3 with £20,000 from reserves). The RFO sought Members permission to ask the former RFO to assist her with completing the Precept form. This was **agreed**.

8 Allotments (Cllr Graham Rudkin)

- (a) There were still a few allotment holders who had not paid their rent. There was an issue with the roadway leading to Battlefield allotments, The WCPM had looked at it and will deal with it when he has the time.

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

- (a) The Chairman of Parks and Playing Fields reported that as she had work commitments, she had asked Cllr I Hutchinson to look after things for her. Cllr I Hutchinson reported that they were currently one member of staff down. The ground is very wet. In discussion with the WCPM, he had said that he needed 2 new knapsack sprayers which are £65 each. The WCPM currently uses his own cement mixer, which is not H & S best practice, he wants £60 to sell to the Council, or if not he will in future have to hire it to the Council for a fee. Cllr P Sparkes asked if we were insured for the knapsacks, Cllr C Rudkin asked where the previous ones had been stolen from? They had been stolen from the Cemetery shed. The excess on the policy would be greater than any claim. Members **agreed** to purchase the cement mixer and the two knapsacks.
- (b) To discuss locking up arrangements – it was **agreed** to take to Closed Session where it was **agreed** (12 votes for, 1 abstention), to lock up two sites (Carters Park & Park Road Cemetery) only.

10. Cemeteries – Park Road, Closed Churchyard and Hallgate (Cllr Paul Gunn)

- (a) The Chairman of Cemeteries reported that there was not much happening, Some graves had sunk due to the wet weather but were being topped up by the Parks & Cemeteries Team. As the WCPM's assistant was currently working alone, Cllr P Gunn wanted to thank him and say he is doing a good job. To help out Cllr P Gunn was emptying the bins at Hallgate Cemetery. He queried that there did not seem to be any burials on the calendar, the Deputy Clerk reported that there had been very few.
- (b) Cemetery Chapels report – move to item (c)
- (c) Cemetery Chapel Repairs – Cllr I Hutchinson explained the situation regarding the roof. A trust was set up years ago for community use. A grant had been applied for in 2020 but Covid had stopped it. It now needed a new application and they were not hopeful they will get any money. A meeting had taken place with Chris Penney, who had given a “ball park figure” of £30,000 for the roof repairs. Cllr I Hutchinson had spoken to the conservation officer, if there is no damage to the structure, then planning permission would not be required, if the structure had been damaged, then planning permission would need to be sought. In the meantime they confirmed that the Council are allowed to sheet it down. Cllr G Rudkin asked if there were grants available from Historic England, the answer is no. Cllr D Howarth commented that the forecast was for high winds, Cllr G Rudkin added, and rain. Cllr R Flood asked if anything had been done regarding a tarpaulin, Cllr I Hutchinson replied that she was waiting for Council approval. Cllr R Flood queried the cost and Cllr I Hutchinson did not yet know. Cllr K Wilson asked if it was possible to ask local businesses to donate towards the cost. Cllr G Rudkin suggested looking to see if the press could do a story and ask for help. He commented that the press were present in the meeting and he invited them to write a story.

(d) Memorial inscriptions and burial reserved plots were noted as duly approved as below:

Barbara Eileen Grace Todd	Burial	Park Road	3C
Edith Eileen Burton	Burial	Park Road	191V
Barrie Ulyatt	Burial	Park Road	CRD29
Ulyatt	Memorial	Park Road	CRD29
Lewis	Memorial	Hallgate	A102
Moss	Memorial	Park Road	1710

(e) The Deputy Clerk explained that the current accounts software that is used, now had a Cemeteries extension. It was in the region of £30 per month but kept everything in the cloud and had maps. She pointed out that the Burial ledgers that were currently used, only had a few pages left and they cost between £130 and £180 each. It was agreed to defer this to the next meeting.

11. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) The Chairman of Holbeach Bank Playing Fields reported that there was nothing to comment on.

(b) Boundary at Holbeach Bank. Cllr E McNally reported that the Deputy Clerk had been in contact with the Crown Estate's agents. She had forwarded a copy of a plan with the boundary marked and had asked if the Council was responsible for the hedge and fence or just the hedge. No response had been received as, of yet. It was pointed out that this was being done to try and save public money.

12. Planning Applications (Cllr Eddie McNally)

(a) The Chairman of Planning reported he had received comments from Cllrs I Hutchinson & E Penney regarding the application for the rear of 8 High Street, from a 4 bed flat , to two more flats and a house in the garden. Cllr E McNally had made an objection on the Council's behalf. The Team Drive had been updated. Cllr G Rudkin referred back to the 8 High St application and said that there appeared to be a parking issue, Cllr E McNally reported that from a planning perspective there is no need for parking. Cllr S Johnson said that he had sent an email regarding the double yellow lines. Cllr E McNally told Members that he needs them to give feedback on applications. Vice Chair of Planning Cllr S Hutchinson had nothing to report.

13. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that there was little to inform Members of. She is still waiting for another quotation for the boiler at Coubro. There was a further two items she wished to discuss but they would need to

be taken into Closed Session. Where it was **agreed** to a part refund of rent to SOLDAS as it was a Charitable organisation for the benefit of Holbeach residents.

14. Financial statement and presentation of payments for approval (Cllr Rachel Flood)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 11th January 2021 was accepted by members, where the cheque register totalling £51,940.92 was **agreed** (Cllr P Sparkes pointed out the sensitive nature of the cheque register and the non-disclosure agreement, it was resolved to discuss further in Closed Session). The RFO had met with Bulley Davey auditors and their annual cost would be £750, it was **agreed** to instruct them as the Council's auditors. The RFO had spoken about using Scribe software only from April, Cllr R Flood deferred this to next Month. The RFO is using her own printer as she is working from home. She has an HP Ink contract but the volume of printing she is now doing, is costly, Members **agreed** for her to change her contract and to claim expenses for the additional £8 per month. The two Kubota tractors need servicing and new blades. A price had been obtained at a cost of £950 for one and £900 for the other, Cllr R Flood suggested contacting other companies for prices, she will pass on the names to the RFO. Cllr S Hutchinson queried the relatively low amount for G Suite, the RFO commented that she was also surprised.

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

Holbeach Parish Council

Prepared by: Jan Harsay RFO
Name and Role (Clerk/RFO etc)

Date: 06/01/2021 *JH*

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/12/2020			
	Cash in Hand 01/04/2020		122,580.88
	ADD		
	Receipts 01/04/2020 - 31/12/2020		312,821.72
			435,402.60
	SUBTRACT		
	Payments 01/04/2020 - 31/12/2020		248,806.08
A	Cash in Hand 31/12/2020 (per Cash Book)		186,596.52
	Cash in hand per Bank Statements		
	Cash 31/12/2020	0.00	
	Barclaycard credit card 31/12/2020	0.00	
	CCLA Account 31/12/2020	11,786.51	
	COIF 31/12/2020	50.00	
	Treasury Stock 31/12/2020	57,078.83	
	Business Base Rate Tracker Acct. 29/06/2020	0.00	
	Business Base Rate Tracker Acct. 29/06/2020	0.00	
	Business Saver Account 31/12/2020	115,864.15	
	Barclays Current Account 31/12/2020	2,150.32	
			186,929.81
	Less unpresented payments:		333.29
			186,596.52
	Plus unpresented receipts:		0.00
B	Adjusted Bank Balance		186,596.52
	A = B Checks out OK		

(c) To serve notice to ELAS as the Council now has a duplicate contract with Peninsula. The RFO pointed out that we did not need to action this until June but as it has to be done, there is no disadvantage to doing it now. It was **agreed**.

(d) The CCLA account needs two new trustees, Cllr D Howarth & Cllr L Marchant offered their services, it was **agreed** to appoint them as trustees.

(e) The insurance renewal as per the cheque register of £8,799.39 was agreed. Cllr G Donley queried the amount, the RFO explained that the broker had received three quotes and this was the best overall.

(f) Cllr R Flood thanked the office staff and Cllrs I Hutchinson & S Hutchinson for their work in preparing the inventories that were outstanding, it was **agreed** to accept the Financial Risk Assessment. Cllr P Sparkes asked how often it was looked at, the RFO responded it was normally done in July each year, it would be scheduled again for July 2021.

15. Speeding

Cllr P Sparkes reported that a sign had been deployed on the straight on the B1168 as said at the previous meeting. It did have an effect to bring speed in check. He had met with LCC's Cllr Coupland, there are two temporary signs. The feedback is that Parishioners are happy that something is happening. There has been 17 RTC's on the corner in question, the signs showing the corner have been knocked down, and the sewage treatment works have been damaged. Some people are still going through at speed. Cllr P Sparkes requested to purchase 40mph signs prior to placing them at Holbeach St Johns. A mounting plate was required at four locations but there were only two. The speed sign at Holbeach St Johns was not optimal, another was required half way. LCC charge £600 per post but they make a contribution for Parish Councils' so the cost would be £200 and we require two so the total cost would be £400. If we keep the speed down, parishioners are happy. Cllr G Rudkin thanked Cllr P Sparkes. Cllr R Flood said it had been discussed at the Finance Working Party and she would email Cllr P Sparkes. Cllr S Johnson said that he believed some signs and a bracket had been found at Coubro. Cllr P Sparkes made arrangements to collect what had been found. Cllr P Sparkes said that following a conversation with LCC, in the long term it would be beneficial to set up a speed watch team with local residents.

16. Nature Reserve (Cllr L Marchant)

Cllr L Marchant reported that there had been a few birds lost and injured. He suggested that the Council purchase some sort of mechanical device that dispenses bird food so that Parishioners could purchase the food for the birds. There was an issue with the hedge overhanging the footpath. A meeting will take place with the Deputy Clerk, WCPM and Cllr L Marchant to discuss the hedge and the tree work. Cllr C Rudkin pointed out that it was a family member of hers that cared for the injured ducks. Cllr G Rudkin said that Parishioners liked the ducks, he would see if he had anything available in his SHDC budget to help. Cllr L Marchant said that some of the baby ducks were falling through the grates above the drains, could we put some netting under the grate. It was pointed out that he would need to consult with SHDC.

17. Training & employment (Cllr G Donley)

Cllr G Donley spoke about how ongoing training is essential for both staff and Councillors. The budget for training is included in the precept. The priority is for the

Deputy Clerk & Assistant Clerk do the CiLCA. Councillors need to seek advice from the office, therefore the office need the correct training. There is a new Clerks training day soon with LALC. The office has registered an interest in this course. Councillors need ongoing training. The office is available to book training courses. A reminder to all that some Members have not completed the Data Protection training, this is mandatory. How can Councillors make comment and decisions without the correct training? Both Jan and Brandi have offered to train Councillors in Finance and other matters. Cllr G Donley went on to say that he proposed that a HR Committee was set up, this was seconded by Cllr L Marchant. Cllr S Johnson explained that HR had never been a committee before. The Training and Employment working party should be incorporated into the new HR Committee. Cllr S Johnson asked what they will be doing and what decisions they will be able to make? Cllr G Donley said that at present, nobody has anywhere to go to. An HR Committee would also have the back up of Peninsula.

18. IT Tenders – *it was resolved to take into closed session*

Where all three tenders were opened by the Deputy Clerk and read out. It was **agreed** that Cllr P Sparkes would report on these tenders at the next Parish Council Meeting.

19. Staffing Matters – *it was resolved to take into closed session.*

Where the cheque register was **agreed** by a majority vote.

It was **agreed** that during the lockdown, the litter picker would do his extra hour each week, litter picking in the Parish.

It was **agreed** to defer the restructuring of the office roles to the next Parish Council Meeting.

20. Any other business by leave of Chairman

There was no other business.

21. Confirm date and venue of next Parish Council Meeting

It was **agreed** that the next meeting would be Monday 8th February 2021 at 19h, via Zoom

Agenda items for the next meeting should be sent to the Office.

The open meeting closed at 20:48. The closed session closed at 22:22

Signed Chairman.....Date.....



A Meeting of Holbeach Parish Council was held on Monday 8th February 2021 on Zoom at 19:00 there was no Public Open Forum.

Present: Councillors: Graham Rudkin, Carol Rudkin, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Stephen Johnson, Dawn Howarth, Eddie McNally, Paul Gunn, Laurance Marchant, John Spencer, Geoff Donley and Sam Richardson

Jan Hearsey: Deputy Clerk
Brandi Rogan: Assistant Clerk

Chairman Graham Rudkin chaired the meeting. The meeting opened at 19:00

1. Apologies

Cllrs Peter Sparkes & Paula Silva. Cllrs Evelyn Penney & Chris Back were not present.

2. Declarations of Interest

Members were reminded that before any deliberation on any agenda item where a member had an interest they declare now. There were no declarations of interest. The Deputy Clerk read out the Nolan Principles and reminded Members of the non-disclosure.

3. Minutes of previous meeting – 18th January 2021. It was **agreed** to accept the minutes.

4. Police & County Matters

- (a) The Deputy Clerk read out an email from the Police.
- (b) Cllr G Rudkin reported for District Council that more than 20,000 people in South Holland had now been vaccinated against Covid-19.
- (c) The Deputy Clerk reported a problem at Stukeley and that LCC were to be contacted.

5. Highways matters (Deputy Clerk)

- (a) The Deputy Clerk read out the road closures.

6. Allotments – Cllr G Rudkin

(a) Cllr G Rudkin reported that there was a problem at Battlefields roadway. This would hopefully be resolved in the near future. Cllr G Rudkin was arranging to go through the list of allotment holders with the Deputy Clerk and Assistant Clerk.

7. Carters Park and Parish Playing Field – Cllr K Wilson

(a) Cllr K Wilson reported that rubbish was being left after the market that was causing a rodent problem. The Deputy Clerk reported that she had spoken to SHDC and they were dealing with the matter. Cllr K Wilson reported that the play inspection had been done and a couple of items needed doing. One of them was the slide, which she had asked Cllr I Hutchinson to look into. She went on to say a polite reminder that dogs must be kept on leads as there had been a few issues and also asked Parishioners to pick up after their dogs. Cllr K Wilson reported that there was staff sickness and staff off due to annual leave which was leading to a problem with locking up and unlocking – it was resolved to take this to closed session.

(b) Locking up arrangements – it was resolved to take to closed session.

Where it was **agreed (13 votes for, 1 against)** to enter into a contract with D Taylor for locking/unlocking services in Carters Park and Park Road Cemetery.

8 Cemeteries – Cllr P Gunn

(a) Cllr P Gunn said that there was very little to report, he had walked around on Friday and there is one tree that will need an outside contractor to deal with. He was hoping to get a quote later in the week. He was concerned about having no staff and he will carry on emptying the bins at Hallgate. Cllr G Rudkin said he was emptying the bins in the Churchyard.

(b) Cemetery Chapels – Cllr I Hutchinson reported that she is waiting to hear back from C Penney.

(c) Memorial inscriptions and burial reserved plots were noted as duly approved as below:

(d) Jordan - Burial - Park Road - 192LL

(e) Jordan - Memorial - Park Road - 192MM

9. Fishpond Lane, Nature Reserve – Cllr L Marchant

(a) Cllr L Marchant reported that he was in contact with Lincolnshire Wildlife Trust. He also said that there were some trees that needed looking at.

10. Holbeach Bank Playing Field (Cllr Eddie McNally)

(a) Cllr E McNally reported that the Deputy Clerk had been in contact with the Crown Estate and had established that the fence is nothing to do with the Parish Council, Cllr E McNally thanked her and said this would save the Council, and Public, money. Cllr R Flood was going to speak with the fence owner.

There has been an inspection of the play equipment and some work is needed. The hedge also needs cutting. Cllr R Flood pointed out the goal posts do not belong to the Council.

11. Planning – Cllr E McNally

Cllr E McNally reported that it had been quiet and all applications had been commented on.

12. Properties (Cllr Isobel Hutchinson)

Cllr I Hutchinson reported that she had obtained three quotes for the boiler replacement at Coubro and associated works. The cheapest was Jason Woods. It was proposed to instruct Jason Woods to replace the boiler and associated works at Coubro Chambers, it was **agreed**.

13. Financial statement and presentation of payments for approval (Cllr Rachel Flood)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 1st February 2021, that the lowest quote for the service and replacement of blades for the two Kubotas' was from Doubledays, was accepted by members, where the cheque register totalling £12,072.51 was proposed by Cllr R Flood and seconded by Cllr P Gunn it was **agreed**.

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

		29 January 2021 (2020-2021)	
		Holbeach Parish Council	
Prepared by:	_____	Date:	_____
	<i>Name and Role (Clerk/RFO etc)</i>		
Approved by:	_____	Date:	_____
	<i>Name and Role (RFO/Chair of Finance etc)</i>		
A	<p>Bank Reconciliation at 29/01/2021</p> <p>Cash in Hand 01/04/2020</p> <p>ADD Receipts 01/04/2020 - 29/01/2021</p> <p>SUBTRACT Payments 01/04/2020 - 29/01/2021</p> <p>Cash in Hand 29/01/2021 (per Cash Book)</p>		<p>122,580.88</p> <p>323,447.00</p> <hr/> <p>446,027.88</p> <p>303,700.99</p> <hr/> <p>142,326.89</p>

Minutes of a meeting of Holbeach Parish Council on 8th February 2021

	Cash in hand per Bank Statements		0.00	
	Cash	29/01/2021	0.00	
	Barclaycar credit card	29/01/2021	11,786.51	
	CCLA Account	29/01/2021	50.00	
	COIF	29/01/2021	57,078.83	
	Treasury Stock	29/01/2021	0.00	
	Business Base Rate Tracker Accol	29/06/2020	0.00	
	Business Base Rate Tracker Accol	29/06/2020	69,953.46	
	Business Saver Account	29/01/2021	3,611.24	
	Barclays Current Account	29/01/2021		
				142,480.04
	Less unrepresented payments			153.15
	Plus unrepresented receipts			142,326.89
	Adjusted Bank Balance			0.00
B				142,326.89
	A = B Checks out OK			

(f) To accept the three year insurance term, proposed by Cllr R Flood and seconded by Cllr C Rudkin, it was **agreed**.

(d) Cllr I Hutchinson explained the amendment which was the figure for the amount of Grants had been removed. To accept the amended Grants policy was proposed by Cllr L Marchant and seconded by Cllr J Spencer, it was **agreed**.

14. To appoint a Chair of Health and Safety following the resignation of Cllr L Marchant due to personal reason.

Cllr L Marchant explained that he would be happy to carry on but required assistance especially for the next few weeks. No other Members came forward. To appoint Cllr S Richardson as assistant to Cllr L Marchant was **agreed**.

15. PR/IT working party – Cllr S Johnson

(a) & (b) Cllr S Johnson reported that the IT Tenders had been reviewed and they ranged greatly in price. It was the recommendation of the PR/IT working party to

accept the Tender from Ark, proposed by Cllr L Marchant and seconded by Cllr R Flood, it was **agreed**.

(c) Cllr S Hutchinson reported that if Members were happy, she would arrange for the migration to Microsoft 365 tomorrow. Instructions will then be sent out to everyone. If there are any problems, an appointment can be made at the office (socially distanced) to assist. Cllr S Hutchinson asked that if any Members were not using their Council issue Tablets, could they please return them. She went on to say that she hoped to be on Teams not Zoom for the next meeting. It was suggested a trial run of Teams before the next meeting. Cllr E McNally thanked Cllr S Hutchinson for her work. To migrate to 365 and retain G Suite for one month after was **agreed**.

16. Training & employment, to appoint an HR Committee

Cllrs E McNally, S Hutchinson & S Richardson volunteered themselves, Cllrs G Donley, E Penney as part of the Training and employment working party which is to be incorporated into the HR Committee, were also to be part of the committee, this was **agreed**.

17. Staffing Matters – it was resolved to take into closed session.

Where the It was **agreed** to appoint Jan Hearsey as Clerk/RFO and Brandi Rogan as Deputy Clerk.

18. Any other business by leave of Chairman

Cllr J Spencer suggested that Members' could go out wombling. There are pickers at Coubro that could be used. It was suggested that an email be sent out to suggest a date.

Cllr S Hutchinson mentioned that back in May last year an idea to move forward and involve all Members in working parties etc, it will be an agenda item for next month. Cllr S Hutchinson stated that there was a PR problem and that members of the Public were not happy. A way forward was needed. This was taken to closed session where Members decided to seek advice.

19. Confirm date and venue of next Parish Council Meeting

It was **agreed** to meet on March 8th, 2021 via Teams, following the Annual Parish Meeting (therefore there will be no Open Forum).

Agenda items for the next meeting should be sent to the Office.

The open meeting closed at 19h38. The closed session closed at 20.24

Signed Chairman.....Date.....



A Meeting of Holbeach Parish Council was held on Monday 8th March 2021 on Teams at 19:10 there was no Public Open Forum.

Present: Councillors: Graham Rudkin, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Eddie McNally, Paul Gunn, Laurance Marchant, John Spencer, Geoff Donley, Evelyn Penney, Peter Sparkes and Sam Richardson

Jan Hearsey: Clerk/RFO
Brandi Rogan: Deputy Clerk

County Cllr: Nick Worth
District Cllr Tracey Carter

Chairman Graham Rudkin chaired the meeting. The meeting opened at 19:10

1. Apologies

Apologies were received from Cllrs C Rudkin, Stephen Johnson & Dawn Howarth.

2. Declarations of Interest

Members were reminded that before any deliberation on any agenda item where a member had an interest they declare now. There were no declarations of interest.

3. Minutes of previous meeting – 8th February 2021. It was **agreed** to accept the minutes.

4. Clerks Report

a) Vacancies: There are two vacancies due to two resignations that of C. Back & P. Silva. Council is waiting for SHDC to confirm when these vacancies are available for co-option.

(b) Councillor training. The Clerk reported that LALC had offered a core training session to incorporate employment training for Members'. This would be just for Holbeach Parish Council. All Members' present **agreed** to this training. The Clerk will organise this. The Clerk pointed out that apologies must be accompanied by a reason for non-attendance i.e. illness.

5. Police & County Matters

(a) The Clerk read out an email from the Police.

There have been many reports in other areas of youths going about in large groups and being involved in anti social behaviour despite the country being in Lockdown. However in the Holbeach Town & Rural area we are pleased to report that our young people on the whole have conducted themselves very well and should be commended for doing their part in helping to keep the community

Minutes of a meeting of Holbeach Parish Council on 8th March 2021

safe. Our beat area covers Holbeach and all the Holbeach villages, all the Fleets, the Whaplodes, Saracens Head & Shepeau Stow which is a large area.

There has been much said about dog thefts on social media. It IS HAPPENING and is heart-breaking for the victims and their families. However, I am not aware that of any dog thefts reported in South Holland. This does not mean it won't happen here. Owners/breeders should be vigilant and can report anything suspicious to the Police via the 101 number. They should be mindful when posting details of their dogs and puppies on social media.

Holbeach NPT are interested in hearing from the community about issues they wish us to deal with during April, May and June. The subject ideally should be solvable and we are able to bring in other agencies in to assist if applicable – such as the Parish Council, SHDC, ASB Team, Community Safety etc.

Since January we have been dealing with cycling offences. A poll was posted on our NEXT DOOR page and the messages which came in indicated that cycling on the footpath and without lights should be tackled.

We were hoping to engage with UAH regarding this and they were very keen to run a joint project with us. Due to schools being closed to most students and the bike sheds empty, this didn't happen. Also the limited movement of the public during lockdown has meant that we have seen a much lower number of cyclists out and about.

We have during patrols engaged with young people and checked that their bikes are in order. We have given words of advice to several youths and adults on the footpath however as most were not endangering any pedestrians at the time they were given words of advice, only one ticket has been issued at the time of writing.

If any members of the PC or the community wish to contact us our phone numbers are on the Lincs Police website or email us directly at holbeachtownrural@lincs.police.uk

Cllr P Sparkes asked if Members' had seen the "Policing how it works document". He suggested it be placed on the Council's Social Media.

(b) Cllr G Rudkin reported that District Council were working with LCC on a wild flower project. Cllr I Hutchinson asked if there could be an update at the next meeting regarding the proposed £500,000 for Spalding and Holbeach. Fly tipping had been noted as a particular problem with a member of the public asking to promote their waste business. SHDC are working to combat this problem. Cllr E Penney pointed out that the waste bins in laybys were not being emptied and look unsightly.

(c) County Cllr N Worth reported that the District had £500,000 and after the elections there would be a steering group who would liaise with Parish and Business representatives. He went on to say that the biggest single issue in the County is pot holes. He asked for members of the public to report these on "fixmystreet". Cllr E Penney has previously reported a problem at Eastgate. A property has put up a fence over the grass verge but it had a

30mph sign on it. LCC have not done anything about it. County Cllr N Worth asked for the details to be passed to him. Cllr S Richardson asked about the pot hole in Boston Road South, can County do anything more? County Cllr N Worth said that a temporary repair had been done and that LCC were working with Anglian Water. He would try and get a report for the next meeting. County Cllr N Worth informed the meeting that he would not be standing in the May elections. Cllr R Flood thanked him and wished him well on behalf of Holbeach Parish Council.

6 Highways matters (Deputy Clerk)

(a) The Clerk read out the road closures.

Greenfields, Holbeach – road closure and repairs 20/03 to 31/03 LCC, diversions will be in place.

New bridge Parsons Lane, Whaplode Drove: Work is due to take place from 6 April until 28 May 2021 to replace the old structure with a new, wider bridge with concrete parapets.

Parson's Lane will be closed for the duration of the works with traffic diverted via Broadgate, the B1166, and Dog Drove North.

7. To agree to grass cutting of verges on behalf of LCC

It was **agreed** to grass cutting of verges on behalf of LCC.

8. To discuss and agree a way forward and possible improvement to Council structure. (Cllr S Hutchinson)

Cllr S Hutchinson began by saying that there had been some progression following mediation, however comments in emails are upsetting and should be thought about before being sent. Cllr G Rudkin suggested moving the matter into Closed Session however Cllr S Hutchinson wished to continue. Cllr S Hutchinson went on to say that a way forward was needed and a solution found as this was causing mental health problems. She suggested putting all open spaces together. A discussion ensued with Members' having varying ideas. Cllr G Rudkin suggested to defer to the April agenda. It was **agreed** to an agenda item for April's meeting stating "to agree to go to a ?? system".

9 To discuss introducing the Christmas Fayre – Cllr S Richardson

I am proposing to bring back the High Street Christmas fayre this coming December. This used to be an excellent and a well frequented celebration for the people of Holbeach and I feel, after these last 2 years, something to look forward to would be much appreciated. I have heard, through social media and talking with local people, they really would like to see the high street close to allow the free flowing fayre we once had. It not only offers great community spirit – allowing people to see others they may not have seen through the pandemic, but will also offer businesses, on the

high street and market traders, to make up for some lost income . In addition to this local charities, schools and the council will be able to do charitable activities.

As far as I am aware a committee of small retailers and townsfolk helped to organise the previous incarnation which stopped 4 years ago due to lack of time and funding. This then was taken over and moved to the current location at the Church. I feel it can be a bigger event, as it once was, bringing people from outside the area and help businesses in town by extending one of the days to incorporate the shutting of the high street to vehicles and asking shops and restaurants to support by opening late etc.

If we follow the old lay out –

- Shut the road from Royals gym down to market hill, it could happen on either the Saturday or Sunday, running late afternoon, early evening.
- We can charge a small amount for stall holders – sourcing interesting market stalls selling gifts, food and drink.
- I would hope to provide entertainment through small fair rides, games and of course a visit from santa. With some further conversations I think the pubs would be happy to help with entertainment – putting on live music.
- Incorporate the ‘switching on the lights’ will add to the event, possibly asking a local celebrity to aid in this.

With support from local business, low cost for road closure (we are currently trying to find the cost) and money from the market stalls I cannot foresee much cost for the Parish Council, but a great deal of positive press. I propose that any costs will be covered from nominal fees to stall holders, sponsorship from local businesses and crowd funding.

A working party would need to be created to help make the event as good as it can be, I am aware of certain councillors that would be interested to help and Councillor Worth has said he will help with stalls. Stewards would be necessary on the day, police and the bus routes informed and a good risk assessment created, which the clerk has kindly offered to help with. Insurance will be needed but this can be looked into ASAP.

Looking around the area I have seen such amazing events put on – Straw Bear in Whittlesea, the pumpkin parade in Spalding just to name 2 and feel that it’s time to offer Holbeach the chance to stage something that could become synonymous with the area.

After much discussion which included the suggestion of an ice rink and the cost of insurance at £350 and working with the church. County Cllr N Worth said there was a fund for events set at £50,000 which he will look at. District Cllr Tracey Carter said she was happy to donate from her own budget. Cllr E McNally suggested getting local businesses and pubs involved. Cllr E Penney offered to help as did the Clerk.

Cllr R Flood said it all depended on securing funding. It was **agreed** for Cllr S Richardson to investigate further.

10. Allotments – Cllr G Rudkin

Cllr G Rudkin reported there were some rent arrears which he and the RFO were dealing with. There had been some problems with roadways due to the weather.

11. Carters Park & Parish Playing fields (Cllr K Wilson)

(a) Cllr K Wilson explained that the team were one member short due to illness. Staff meetings were needed to be up and running again. Cllr I Hutchinson had a list of jobs. Cllrs I & S Hutchinson had planted 30 trees at Netherfield. One of the goal posts needed moving. Cllr K Wilson thanked Cllrs I & S Hutchinson for their help.

- (b) It was **agreed** to give permission for Carters Park to be used on the weekend of the 4th & 5th of September 2021 for the Holbeach Food Festival.
- (c) It was **agreed** to allow the use of Carters Park for activities by the Early Years Alliance subject to them providing a risk assessment.

12. Cemeteries – Cllr P Gunn

(a) Cllr P Gunn reported that the roadway at Hallgate needs work. The old wreaths need to be removed. He is hoping to have a meeting with the WCPM when he returns. There was one quote for the trees in Park Road, further quotes were being sort. Grass cutting is starting this week and graves were being topped up.

(b) Cllr I Hutchinson said that the grass cutting contractor was starting this week and then cutting in a fortnight and then reviewed. The quote for the cemetery chapels roof is for £36,619 plus vat. This is more than the original budget. This company can start in mid June. There are very few companies who can carry out this work due to it being a listed building. It was queried why the process of obtaining three quotes had not been followed, Cllr R Flood explained the difficulty as this was specialist work. After much discussion Cllr R Flood asked if Manor Roofing would be prepared to cover the roof with a tarpaulin, Cllr I Hutchinson said she would ask. It was proposed that the Council ask Manor Roofing to just start one side. It was proposed by Cllr P Gunn and seconded by Cllr S Richardson to suspend Standing Orders to **agree** to accept the quote from Manor Roofing. (9 votes for, 4 against).

(c) Keys – Cllr P Gunn asked if there were any objections to him having a set of keys to the cemeteries, there were no objections. Cllr P Gunn told Members' that the RFO had sought three quotes for wheelie bins suppliers. The existing supplier Greenzone had offered a cheaper price with a saving of over £900. Cllr P Gunn thanked the RFO for her work.

(d)

Smith	Hallgate	B12
Drage	Park Road	179A
Whitworth	Hallgate	A164
Swallow	Hallgate	A17
Barker	Park Road	175KK
Hall	Park Road	183L
Issac	Park Road	2MM
Hook	Park Road	151P
Bills	Park Road	138J
Harrington	Hallgate	CRA 53
Hyde	Park road	189BB
Cliff	Park Road	168BB

13. Fishpond Lane Nature Reserve (Cllr L Marchant)

Cllr L Marchant has researched a duck food machine. A second hand machine will cost £98, the fixing are £20 and for a stand £70. It was **agreed** to purchase a machine to accept 20p pieces and for Cllr L Marchant to empty and fill the machines three times per week. Cllr L Marchant had some information from LCC which he will speak to the Clerk about.

14. Holbeach Bank Playing fields (Cllr E McNally)

Cllr E McNally had little to report other than football will be starting soon.

15. Planning (Cllr E McNally).

Cllr E McNally reported on the proposed 68 properties in Battlefields Lane. He had put a shared document from the NHS in the Drive. The NHS are opposed to the development.

16. Property – Cllr I Hutchinson

Cllr I Hutchinson reported that the boiler should be fitted at Coubro in mid March.

17. Speeding (Cllr P Sparkes)

(a) Cllr P Sparkes gave the following report:

1. B1166 Holbeach Drove – Implementation of 50mph Limit.

Following the decision by the LCC planning and regulation committee in October 2019, works to implement the reduction on speed limit from 60mph to 50mph along the B1166 between Shepeau Stow and Holbeach Drove has begun. In addition, a reduction in speed limit from 60mph to 30 mph is being implemented for the sections of Dog Drove North and Dog Drove South that intersect the B1166.

Work started on the speed limit signing on 2 February 2020, with most of the new posts installed. Some post extensions are required, which have been ordered in and will be put up on site as soon as they arrive.

The signs will then be installed and the speed limit will become operative, this should be in early March.

There is still significant concern amongst parishioners as to the speed and mixed type of vehicles that use this section, and further petitions are to be expected.

Ahead of this Whaplode PC have been contacted in regard to the request of a further archer survey. It has been agreed to look at this once the current lock down restrictions is lifted, and traffic returns to pre lock down levels.

2. B1168 – Holbeach St John.

Following a series of serious, though not fatal, accidents on the two 90 degree corners at Rivergate lane and the Plough public house, parishioners requested support in December 2020 to deploy the speed indicative device owned by the council, the sign has now been deployed in five different locations, and data collected.

The majority of these accidents have been at the Rivergate corner end of the village, resulting in the complete demolition of the chevron and give way signage. Further to this, significant damage has been inflicted in the sewage pump works, impacting local residents who have been subject to tanker collections of waste.

Working with SHDC councillor Coupland, LCC and residents of Holbeach St John, the following initiatives have been undertaken or are still in progress.

- Request to repair the chevron signage
- The repainting of the white lines marking the centre of the carriageway and give way for the adjoining junction.
- Implementation of additional hi viz 40mph signs at regular intervals along the B1168, and within the existing 40mpg limited area.
- LCC are investigating additional signage changes that are aimed at reducing the speed of traffic.

The SID has been deployed in the following locations, and a summary of data collected is below.

1. Facing southbound B1168, mounted to the 40MPH signage at Rivergate corner between 29/12/21 and 09/01/21

Max Speed = 60.0 MPH on 30/12/2020 13:00:00

Total Vehicles =11,159 counts

Volumes - weekly vehicle counts

Time	5 Day	7 Day
Average Daily		1,076
933		

Minutes of a meeting of Holbeach Parish Council on 8th March 2021

AM Peak	08:00 to 09:00	73	61
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PM Peak	05:00 to 06:00	124	
102			

Speed

85th Percentile Speed: 42.2 MPH

50th Percentile Speed: 36.3 MPH

Average Speed: 35.8 MPH

2. Facing southbound B1168, mounted to 40MPH repeater 100 yards from Rivergate corner between 10/01/2021 and 23/01/2021

Max Speed = 65.0 MPH on 12/01/2021 19:30:00

Total Vehicles =17,625 counts

Volumes - weekly vehicle counts

Time	5 Day	7 Day
Average Daily		1,516
1,258		

AM Peak	08:00 to 09:00	87	73
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PM Peak	05:00 to 06:00	160	
128			

Speed

85th Percentile Speed: 36.1 MPH

50th Percentile Speed: 30.8 MPH

Average Speed: 28.1 MPH

3. Facing northbound B1168, mounted on 40MPH repeater 100 yards from Rivergate between 23/01/2021 and 06/02/2021.

Max Speed = 65.0 MPH on 25/01/2021 02:10:00

Total Vehicles =19,658 counts

Volumes - weekly vehicle counts

Time	5 Day	7 Day
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Minutes of a meeting of Holbeach Parish Council on 8th March 2021

Average Daily 1,355		1,640
AM Peak 128	07:00 to 08:00	169
PM Peak 90	04:00 to 05:00	102

Speed

85th Percentile Speed: 39.9 MPH

50th Percentile Speed: 33.6 MPH

Average Speed: 30.0 MPH

4. Facing northbound B1168, bend sign 100 yards after the Plough Public House between 06/02/2021 and 20/02/2021.

Max Speed = 70.0 MPH on 08/02/2021 01:30:00

Total Vehicles =16,726 counts

Volumes - weekly vehicle counts

Time	5 Day	7 Day
Average Daily 1,156		1,389
AM Peak 123		07:00 to 08:00 159
PM Peak 84		03:00 to 04:00 101

Speed

85th Percentile Speed: 43.2 MPH

50th Percentile Speed: 36.7 MPH

Average Speed: 36.4 MPH

5. Facing northbound B1168, mounted on Facing northbound B1168, mounted on bend sign 100 yards before the Plough Public House.

At the time of writing, the sign is currently located here, monitoring traffic, and collecting data.

3. **Other Speeding related requests**

In addition to these initiatives, we have received requests for council support in regard to traffic volumes and speed from in the following areas or Holbeach.

North Parade Holbeach – Contacted by SHDC councillor

Barrington Gate – Contacted by a concerned parishioner

Wignals Gate – Contacted by Jane Gardner Lincs PCC

Possible council responses could be any combination of the following:

- The deployment of the SID, for data collection in support of wider initiatives.
- The erection of additional speed limit signs.
- Support for the set-up of local speed watch groups.
- Working with local organisations and media to highlight issues.
- Closer work with LCC and LRSP.

(b) It was **agreed** to support local speed watch groups as necessary to respond to local concerns.

18. Financial statement and presentation of payments for approval (Cllr R Flood)

(a) Finance working party recommends that the Chair and the Clerk sign the Ark contract. **Agreed**

The RFO and Chair of Cemeteries are looking at cheaper wheelie bin contracts. Will be discussed under Cemeteries.

Finance working party recommends that it is not possible to donate to Lives as there are no Grants available. **Agreed**

(b) Financial Statement

- The cheque register totalling £14,566.79 was presented to Members' it was **agreed**
- Credit card totalling £955.76 is recommended for payment, this was **agreed**

Minutes of a meeting of Holbeach Parish Council on 8th March 2021

- Bank reconciliation as of 28th February 2021.

3 March 2021 (2020-2021)

Holbeach Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/02/2021			
	Cash in Hand 01/04/2020		122,580.88
	ADD Receipts 01/04/2020 - 28/02/2021		322,613.21
			445,194.09
	SUBTRACT Payments 01/04/2020 - 28/02/2021		315,620.52
A	Cash in Hand 28/02/2021 (per Cash Book)		129,573.57
	Cash in hand per Bank Statements		
	Cash 29/01/2021	0.00	
	Barclaycard credit card 29/01/2021	0.00	
	CCLA Account 12/02/2021	11,790.01	
	COIF 29/01/2021	50.00	
	Treasury Stock 29/01/2021	57,078.83	
	Business Base Rate Tracker Acco. 29/06/2020	0.00	
	Business Base Rate Tracker Acco. 29/06/2020	0.00	
	Business Saver Account	57,306.28	
	Barclays Current Account 28/02/2021	3,032.14	
			129,257.26
	Less unrepresented payments		131.10
			129,126.16
	Plus unrepresented receipts		447.41
B	Adjusted Bank Balance		129,573.57
	A = B Checks out OK		

Created by [] Scribe

(c) Finance working party recommends that £30,000 is transferred to the CCLA account. It was **agreed**

(d) Finance working party recommends that the Deputy Clerk is added to the Barclays Banking mandate. It was **agreed**

(e) Finance working party recommends that the RFO changes from Sage Payroll to Moneysoft payroll. It was **agreed**

19. PR/IT Working Party (Cllr S Johnson)

(a) Cllr S Hutchinson gave the report in Cllr S Johnson's absence. The Council had now successfully migrated to 365. If any Members' still had issues, please call and Cllr S Hutchinson will be able to assist. There was also assistance available from the new IT company. Cllr S Richardson asked how press releases were dealt with. Cllr S Hutchinson pointed out that the Clerk was the press officer. The Clerk explained that when a press statement or question from a member of the press came in, that she always consulted with the PR/IT working party before making a statement.

(b) Cllr S Hutchinson reminded Members' that G Suite was to be cancelled so please remove any files from the Team Drive.

20. To discuss Operation London Bridge Covid adaptation

The Clerk explained that should this need to be implemented during Covid restrictions, then there would be no flower laying and no physical memorial book. It was **agreed**.

21. HR Committee (Cllr S Hutchinson)

Cllr S Hutchinson explained that they had had their first meeting and she had been elected Chair. She explained that the HR Committee was the line manager for the Clerk. She explained that the "Terms of reference" for the HR Committee were on the Drive. These were **agreed**. Other items for discussion were resolved to take into Closed Session. In Closed Session Members' **agreed** to research certain training and the matter to be discussed at the next Finance meeting.

22. Any other business by leave of the Chairman

Cllr E Penney requested that Poppy wreaths are removed from the Memorial. Cllr J Spencer informed Members' that this would be done this week.

23. Agenda items for the next meeting

The Chairman reminded Members' to forward agenda items to the Clerk.

24. Confirm date and venue of the next Parish Council Meeting

It was **agreed** to meet on April 12th, 2021 via Teams.

The open meeting closed at 21h39. The closed session closed at 21.53

Signed Chairman.....Date.....



A Meeting of Holbeach Parish Council was held on Monday 12th April 2021 on Teams at 19:04 there was no Public Open Forum.

Present: Councillors: Graham Rudkin, Kelly Wilson, Rachel Flood, Isobel Hutchinson, Sophie Hutchinson, Eddie McNally, Laurance Marchant, John Spencer, Geoff Donley, Evelyn Penney, Peter Sparkes, Carol Rudkin, Stephen Johnson, Dawn Howarth and Sam Richardson

Jan Hearsey: Clerk/RFO
Brandi Rogan: Deputy Clerk

Vice-Chairman John Spencer chaired the meeting. The meeting opened at 19:04

The Chairman asked everyone to stand for a minute silence for Prince Philip.

1. **Apologies**
There were no apologies given.

2. **Declarations of Interest**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items. Interest noted for Cllrs Spencer, McNally and Penney had an interest in item 7- Royal British Legion. Cllrs I Hutchinson and S Hutchinson had an interest in item 10b as they represent the Farmers Education Foundation. Cllrs Wilson and Flood had an interest in Friends of Holbeach Parks

3. **Minutes of previous meeting** – The notes of 8th March 2021 were **agreed** as the minutes.

4. **Clerks Report**

a) Vacancies: There are three vacancies due to three resignations that of C. Back, P. Gunn & P. Silva. Council is waiting for SHDC to confirm when these vacancies are available for co-option. Vacancies are on the Holbeach Hurn and Drove.

(b) Virtual Meetings: The Clerk explained that Central Government has announced that virtual meetings will no longer be legal after the 6th May. Halls cannot open until 17th May, therefore we cannot hold a full council meeting between these dates.

There is a case going to the High Court on 12th April to request an extension to the virtual meetings. The outcome of this case has been promised by the end of April. So we have to assume at the moment that we will be back to face to face meetings from 7th May.

The Clerk also mentioned that no new meetings are allowed to be called during the Mourning period.

(c) Following our Clerks' training, we have been told that we should number agenda items over an annual period. That annual period can start in either January (too late for this year), April (start of the financial year and too late for this year) or at the Annual Parish Council Meeting in May. For example: The first agenda item in May would be apologies, so this agenda item number would be 2021/2 -1, the next item would be 2021/2-2 etc. If there were 11 agenda items then the June meeting would start with agenda item 2021/2 -12 and so on until May 2022 when you would re-start. This was **agreed**.

(d) The public and some Members' have requested that a public forum be resumed. This can either be by way of asking questions at a meeting or by questions submitted by email. Cllr I Hutchinson mentioned that it is important to allow the public to speak again as they have not been included for over a year. This was **agreed**.

(e) The Clerk told members that the Reverend had been in contact about having a church service for Prince Philip on Friday 16th at 18:30. The Clerk would let the Reverend how many members were interested.

5. Police and County Matters - Clerk

(a) The Clerk read a report from the Police

At this moment in time we have an officer at Cecil Pywell investigating the reports of suspicious males going door to door yesterday. We are in the process of sending out a Bulletin to other forces to see if these males are known to them as they are not believed to be local. There was 'talk' of a theft from one of the properties however none have been reported to us at this time. We are grateful to members of the community who reported this. It was unfortunate that at the time we didn't have any officers free to attend.

We did make some arrests with regarding to theft from vehicles which has been widely publicised. We need however to ensure that vehicles are locked when unattended and no items are left on show to tempt the opportunist thief. Some items have also gone missing from gardens – solar lights and pots.

Our priority for this quarter Apr – June relates to theft of dogs. We haven't had any in South Holland but the community seems to believe that every unmarked van contains persons looking to steal their 4 legged friends. We are looking to give reassurance and advice regarding dog theft and will be releasing information regarding this in the coming weeks.

(b) There were no District Matters

(c) There were no County Matters

6. Highways Matters (Clerk)

(a) Proposed A17 SD scheme 2021, between Holbeach & Sutton Bridge

It is proposed to remove the limited waiting in the vicinity of numbers 1 to 17 Back Lane with the existing isolated limited waiting bay in the vicinity of the garages being replaced with No Waiting at Any Time. Lincolnshire County Council propose to make an Order under their powers contained in the Road Traffic Regulation Act 1984, the effect of which will be to install new No Waiting at Any Time restrictions on Fishpond Lane, Holbeach near the junctions with St Johns Street and Waterside Gardens. the proposed carriageway surface dressing works proposed for the A17 and the sections that have been identified for this type of treatment as per the attached plan. The works will be programmed during a series of weekend and evening works between 24th April- 27th May. No works will be undertaken during the May Bank Holiday weekends.

7. To agree a Royal British legion Parade Committee and decide terms of reference.

After a discussion, it was **agreed** that Royal British Legion Parade would be added to an Events Committee.

8. To agree to change the structure of the Parish Council to incorporate Committees.

(a) It was **agreed** there would be 6 Committees.

HR, Data Protection and Health and Safety Committee.

Planning, Properties and Speeding Committee

PR & IT Committee

Finance Committee

Open Spaces Committee (Parks, Cemeteries, Allotments and Nature Reserve)

Events Committee

(b) It was **agreed** to incorporate into the terms of reference:

- Members can only be chair or vice chair of one committee, to encourage wider participation
- Each committee will have £500 delegated powers which they have to confirm with the clerk before they spend
- HR terms of reference is virtually done, it just needs some tweaking
- Open spaces will have the authority to instruct staff on jobs relevant to their responsibilities
- Planning will have authority to respond to planning applications
- PR and IT will have authority to post and respond to messages on the Facebook page and draft press releases in conjunction with the clerk
- The clerk will have to have approval from one other councillor before spending up to £500

9. To agree to form a committee to organise a Christmas Fayre in December 2022

After a discussion, it was **agreed** that the Christmas Fayre would be added to an Events Committee

10. Allotments (Cllr Graham Rudkin)

(a) Chairman of allotments explained the Clerk is chasing up any rent demands. Also Cllr G Rudkin and the Clerk are going to visit the allotments later on in the week.

(b) To agree to give permission to allotment holder at Battlefields G41/2 to plant a walnut tree. Cllr I Hutchinson informed all members that Holbeach Parish Council are not able to give permission as they do not own the land. It was mentioned that to get permission we would have to go to Farmers Education Foundation. It was **agreed** that the Clerk write to the appropriate people.

11 Carters Park and Parish Playing Field (Cllr Kelly Wilson)

(a) Chairman of Parks and Playing Fields reported that vice-chair had, had a staff meeting with the Parks team to talk about their priority list for the next few weeks. Cllr K Wilson also reiterated that all dogs must be kept on leads at all times in the park. Members were told that there had been tree work done around the tennis courts as well as one net been put up in the tennis courts due to covid restrictions and social distancing. Cllr K Wilson asked that all groups using the Parks for outdoor activities ask for permission first.

(b) To agree to the planting of more trees in the picnic area in Carters Park. After a discussion, it was **agreed** that a variety of different trees were to be planted in the Picnic area at Carters Park.

(c) It was **agreed** that Cllr Wilson and Cllr I Hutchinson are to consult the Public on what equipment they would like to see for teenagers in Carter Park.

(d) It was **agreed** to open the dog run, ensuring all risk assessments were completed before.

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

(a) There was nothing to report

(b) It was **agreed** to put the logs for sale on Facebook, ensuring the office was in control.

(c) Deputy Clerk gave a report on Scribe Cemeteries explaining the benefits and costings of Scribe Cemeteries.

(d)

	Reservation	Park Road	159DD
Turner	Memorial	Park Road	194LL
Drury	Memorial	Park Road	70u
Shepherd	Memorial	Park Road	161S
Harrington	Memorial	Hallgate	CRA 53

13. Fishpond Lane Nature Reserve

(a) The Clerk reported that Cllr Marchant has stepped down from Chairman of Nature Reserve. The duck food machine had arrived and the pest control company had visited with nothing to report.

14. Holbeach Bank Playing Field (Cllr Eddie McNally)

- (a) The Chairman of Holbeach Bank had nothing to report.
- (b) It was **agreed** for the Clerk to write to the Owner/Occupier of Eagle Lodge regarding their ownership of the fence.

15. Planning Applications (Cllr Eddie McNally)

- (a) The Chairman of Planning told members it had been quiet this month. He thanked Members' for their responses. Cllr I Hutchinson said that the new owners of the library had offered the Council the window, it was **agreed** that the Clerk write and accept this offer.

16. Property (Cllr Isobel Hutchinson)

- (a) The Chairman of properties reported that the meeting room at Coubro Chambers had been completed now and all covid safety measures are in place. Cllr I Hutchinson told members that SOLDAS and the CAB have started to use the meeting rooms again.

17. Financial statement and presentation of payments for approval (Cllr Rachel Flood)

- (a) Chairman of Finance Report including recommendations of Finance Working Party of 6th April 2021. It was agreed that the RFO had organised the purchase of wild flower seed as it was under £500, she had consulted with Cllr R Flood first. The seed had been ordered and the invoice was on the cheque register

The RFO explained that the annual cost of dog poo bags is £700 which has never been precepted. It was **agreed** to trial not having bags..

The RFO explained the Section 137 payments and the levy set by Government for this year is £8.41 per head of electorate. This gave HPC around £68,000 to spend on these payments. She went on to explain that following consultation with the internal auditors it became apparent that we were running our accounts on a payments and receipts basis as opposed to an income and expenditure basis which is the requirement for a Council with an income over £200,000. The RFO explained that essentially all that it will mean is that 2020-2021's accounts will be for 13 months and the last quarter of 2020-2021 VAT return will be for 4 months. The Auditors will put an explanation in the AGAR.

British Gas Coubro It was **agreed** that the RFO would investigate prices as the current contract expired in May.

To discuss a request for a defibrillator, It was **agreed** that the RFO will look into grant funding.

- (b) The cheque register totalling £15,203.69 was **agreed**.

Credit card totalling £652.27 was **agreed**.

Bank reconciliation as of 31st March 2021. The current account is £3403.40 the deposit account is £14265.91 and we have £98083.13 in other accounts.

- (c) It was **agreed** to adopt a red telephone box

(d) It was **agreed** to give Cllrs R. Flood, S Johnson, L Marchant, I Hutchinson & S Hutchinson delegated powers to agree the Cheque Register payments for May 2021 due to no meeting venue being open and at the present time, no Government extension to online meetings being legally possible.

(e)It was **agreed** to accept the highway verge cutting price from SHDC

(f)The Reserves Policy as attached was **agreed**

(g) It was **agreed** to purchase plates and fixings for speed signs.

18. HR Committee – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed.

(a) The Chair of HR reminded all members that everything mentioned in Closed Session is confidential

(b) It was **agreed** to change standing orders to “encourage and highly recommend Councillor training”.

(c) After a discussion, it was **agreed** for a work experience placement student, ensuring that all insurances were double checked before.

(d) It was **agreed** for the Clerk and Deputy Clerk to increase one point on their pay scale as per their employment contract.

(e)To discuss appointing an apprentice grounds maintenance worker. It was agreed to defer to May meeting.

(f)To discuss freedom of information request relating to staff time. It was agreed to give the information within the realms of our retention policy.

(g)Training iLCA & Chainsaw. Training cost update. It was agreed for the Clerk and Deputy Clerk to undergo the iLCA training. It was agreed for the WCPM to undertake a chainsaw refresher course. It was agreed for all staff to do an online Conflict Management Course.

(h)To agree new HR documentation (contracts were **agreed**). It Was agreed to wait for now re the employee handbook as there was still some work to do with Peninsula on this.

(i)To agree a formal response to staffing issue. It was agreed to write to the employee.

19. Health & Safety – (Cllr L Marchant)

(a) It was reported that Cllr Marchant had resigned as Chairman of Health and Safety. It was **agreed** that all points would be deferred to the new committee.

20. PR/IT

- (a) Regarding the Councils Facebook page, Cllr Johnson told members that the PR & IT Working party are posting Holbeach Parish Council items only.
- (b) After a discussion, it was **agreed** to create a Parish Council newsletter. PR would work with the Clerk and Deputy Clerk
- (c) Cllr Johnson asked members to carry on in open session as all points made were not confidential. Cllr Johnson explained that he suggests writing a draft statement with the PR Working Party and Clerk to publish to the public. It was **agreed**.

20. Speeding (Cllr Peter Sparkes)

- (a) To receive the speeding report. B1168 Holbeach St John.
A site inspection suggests that 50 metres is insufficient, and I would propose that we write to LCC and object, citing that at least 100 metres would be more appropriate. This objection needs to be lodged by 17/4/21. It was **agreed** that the council object formally. Further requests from both Parishioners and the police had been made. It was **agreed** to continue this engagement.

21. Vice – chair John Spencer

- (a) Cllr Spencer asked members to defer this point until May Meeting.

22. Items for discussion only and agenda item requests. Please submit agenda items by 22nd April 2021

Cllr C Rudkin asked for it to be noted in the minutes that she had expressed disappointment that no-one had thanked Cllr G Rudkin for his time as Chairman.

23The next Parish Council Meeting which is the Annual Meeting of the Parish Council will be on May 4th 2021 via Teams.

Meeting closed at 21h10

Signed Chairman Date