

## **Holbeach Parish Council**

The Annual General Meeting of Holbeach Parish Council was held on Monday 14<sup>th</sup> May 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7pm

**Note: It being the Annual Meeting with no elected Chairman there was no Open Forum preceding this meeting.**

**Present:** Councillors: Isobel Hutchinson, Maureen and Arthur Male, Rita Patchett , Paul Brighton, John Spencer, Kelly Wilson, Terry Harrington, Rachel Flood, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, Tony Lomax , and Emma Armiger .

County Councillor Nick Worth and two members of the public also present.

Chris Seymour: Clerk.

David Boyce: Deputy Clerk

### **1. Appointment of Chairman for ensuing year:**

Councillor Paul Foyster was duly elected as Chairman for the ensuing year and signed the relevant declaration of office. **Agreed.**

Councillor Foyster addressed the Meeting and thanked Councillor Martin Howard, in his absence, for the sterling work that he had put in as Chairman for the previous year and wished him a speedy recovery from his current illness

### **2. Appointment of Vice-Chairman:**

Councillor Rachel Flood was duly elected as Vice Chairman for the ensuing year. **Agreed**

### **3. Apologies**

Councillors Martin Howard and Rita Rudkin had sent their apologies. The press also gave their apologies.

### **4. Appointment of Chairman of the following Committees:**

**Agreed:** The following appointments were made by unanimous decision:

(a) Cemeteries and Closed Churchyard – Councillor Reet Patchett and Deputy Councillor Terry Harrington

(b) Cemetery Chapels and Conservation:  
Councillor Reet Patchett

(c) Parks and Playing Fields and Deputy:  
Chairman: Councillor Kelly Wilson and Deputy Councillor Paul Foyster

(d) Allotments:

Chairman: Councillor Graham Rudkin and Deputy Councillor Carol Rudkin

(e) Property:

Chairman: Councillor Isobel Hutchinson.

(f) Planning and Deputy:

Chairman: Councillor Maureen Male and Deputy Councillor Arthur Male

(g) Holbeach Bank Playing Field:

Councillor Rachel Flood

(h) Finance:

Chairman: Councillor Paul Brighton

(i) Finance Working Party

Elected Chairs or Vice Chairs of all buying Committees and Councillor Tony Lomax as a non-buying chair Councillor

(j) Nomination of Trustees for the Farmers Educational Trust.

Councillors Isobel Hutchinson, Paul Brighton, Emma Armiger and Terry Harrington

## **5. Declarations of interest:**

Members were made aware that the Declaration of Interest book was available and could be signed at any time during the meeting.

*Councillor Kelly Wilson signed in regard to Friends of Holbeach Park, Councillor Reet Patchett signed in regard to planning, and Councillors Graham Rudkin, Carol Rudkin and Rachel Flood in regard to Holbeach in Bloom.*

**6. Minutes of the previous meeting.** The minutes of the previous meeting held on 9<sup>th</sup> April 2018, as circulated were approved and signed by Councillor Paul Foyster, as the Chairman, as a true and accurate record. **Agreed.**

## **7. Police Matters and County Matters:**

(a). Police: There was no report from the police and they were not present at the meeting. It was raised that there had been cannabis smoked in the closed churchyard and this was to be reported via letter from the Clerk to the police.

(b). County Matters: County Councillor Nick Worth reported that following the Holbeach Parish Council decision last month, the library building will be used as a temporary stop for William Stukeley Primary School whilst building work was completed. It would then likely be a children's centre after that.

It was reported that a dog bin destroyed by grass cutters from SHDC was not being replaced and it was asked to Cllr Nick Worth to follow up.

## **8. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting of highway closures:

1. Holbeach Clough from 21/5/2018 to 1/6/2018 implemented when required
2. Wignals Gate (Holbeach) 15/5/2018 to 17/5/2018 implemented when required

**9. Allotments:** Councillor Graham Rudkin reported that all allotments were let, 8 are now on the garden allotment waiting list, all garden allotment tenants have been written to regarding the Parish Fair and the date for the inspections will need to be put on the agenda to agree next month. His report was accepted by the Council.

## **10. Carters Park, Stukeley Grounds and Parish Playing Field:**

(a) Councillor Paul Foyster informed Members that the new dog run nears completion but is not quite finished, and should be opened in the next few weeks. The damaged play area fencing should be delivered soon.

There had been some discussion around a soft ball cricket team for Carters Park. The Police had reported complaints received about cars in Stukeley park and car park and they had requested a barrier but this was LCC property. The Parish Fair was coming along well.

It was also reported that s.106 money was available for play equipment in Hall Hill park but would require a lease from SHDC. This was debated at length including the history of the area and the implications of refusing the s.106 funds which are specifically for Hall Hill park as well as the positive outcome of the affected residents consultation carried out by Councillor Kelly Wilson.

It was noted that there had been vandalism in the past, but also noted that there will always be vandals out there and you shouldn't give in to such terrorism. It was **AGREED** to agenda for next month's meeting with suggestions for Councillor Kelly Wilson as to what options she could explore with SHDC and then bring to next meeting.

It was discussed that Netherfields park play equipment could be fully funded via a grant but with the Councils permission. It was **AGREED** to give permission to have play equipment installed in the park.

(b) Information regarding Boston Road Car park Electricity Charging Points: It was brought to members attention that there were enquiries about pursuing electric charging points in Boston Road car park, and although no decision could be made to affect the outcome, the Councillors would be asked for input in the future.

(c) Request to hold 'Activate Day' Wednesday 1<sup>st</sup> August: It was **AGREED** to give permission for this to go ahead.

## **11. Cemeteries- Park Road & Hallgate.**

(a) Councillor Rita Patchett reported that there had been a growing issue with rubbish in Hallgate cemetery and proposed that a wheelie bin be installed as at Park Road. **AGREED**. The cemetery report was accepted by the council (**annexed**).

(b) Tree Sculpture- Tree of Lebanon: It was reported that there was still some opportunity to improve the sculpture and that it was estimated that between one and two days' work was still required to sculpt the entire tree at a cost of £500 a day, but no further budget was available for this to be done at this time. It was **AGREED** that it would be reviewed nearer the end of the Council's financial year.

(c) Cemetery Chapels: Councillor Rita Patchett had nothing to report.

(d) The Burial grants and inscription requests were duly signed and approved as follows:

Holbeach Memorial Co – Memorial to late Mick Busley – Park Road Cemetery

Holbeach Memorial Co – Additional Inscription to late Catherine Wiles – Park Road Cemetery

Holbeach Memorial Co – Additional Inscription to late Geoffrey Seaman – Park Road Cemetery

Holbeach Memorial Co – Memorial to late Stanley Harvey & Freda Knight – Park Road Cemetery

Lincolnshire Co-op – Memorial to late Sally Little – Park Road Cemetery

Richard King Memorials – Memorial to late Brenda Riches – Park Road Cemetery

Richard King Memorials – Memorial to late Sue Murfet – Park Road Cemetery

(e) Memorial Management Policy: It was discussed that the health and safety of memorials was a growing concern and that the Council would require a Memorial management policy to deal with this. It was proposed and **AGREED** to accept the one developed by the Deputy Clerk (**annexed**).

## **12. Closed Churchyard:**

Councillor Rita Patchett had nothing to report.

**13. Holbeach Bank Playing Field:** Councillor Rachel Flood informed Members that the tree work was going well, and when asked about the rubble that was on site, she explained that this was for a hardcore base for the shipping container to go on. It was suggested that this was cordoned off to prevent it becoming a hazard before it was used later on.

## **14. Planning Applications:**

(a) Councillor Maureen Male reported that all current applications had been commented on where appropriate and asked for Members to continue sending her their views.

## **15. Property:**

(a) Councillor Isobel Hutchinson reported that flat 4a was near completion to be ready to let again and invited councillors to view it before it was let.

(b) Proposed works at Coubro Chambers: The changes were consulted with the Clerk and Deputy as well as the builder. It was proposed to complete the work in stages so that it would cause least disruption to staff and tenants with was **AGREED**. Councillor Terry Harrington enquired if this complied with standing orders to which the clerk replied that it did.

(c) Consider quotes replacement window Park Bungalow: It was **AGREED** that as the costs were almost the same to go with whichever contractor could replace the window quickest to avoid further damage and cost.

### **16. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the Cheques for payment of £21568.94 as per Annexed. **Agreed**. And the report from the Finance Working Party meeting. **Agreed**

(b) The Clerk reported on Council's finances as follows:

#### **HOLBEACH PARISH COUNCIL 2018-19 BANK RECONCILIATION AS AT 30<sup>th</sup> APRIL 2018 BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3830.00
LESS UNPRESENTED CHEQUES	<u>72.28</u> *
	3757.72
BUSINESS SAVER 90915394	209329.67
CCLA ACCOUNT	40208.76
FIDELITY INVESTMENT	50246.86
COIF	<u>50.00</u>
	303593.01
<b>CASH BOOK</b>	
BALANCE BROUGHT FORWARD	128893.48
ADD RECEIPTS	<u>205385.76</u>
	334279.24
LESS PAYMENTS	<u>30686.23</u>
	303593.01

\*UNPRESENTED CHEQUES

Credit card 72.28

Total 72.28 \*

(c) To Receive and Approve the Internal Auditors Report. (Previously circulated): It was proposed and **agreed** to approve the Internal Auditors report.

(d) To approve the Annual Governance Statement (section I of the Annual Return) (previously circulated): It was proposed and **agreed** to approve the Annual Governance Statement.

(e) To Approve the Statement of Accounts (Section 2 of the Annual Return) . (Previously circulated): It was proposed and **agreed** to approve the Statement of Accounts

(f) To Authorise the Chairman to sign the Annual return for sending to the External Auditor: it was proposed and **agreed** that the Chairman sign the Annual Return. The Chairman signed the Annual Return.

(g) Grant Application received – Holbeach In Bloom. **Agreed.**

(h) Request – Holbeach PCC- It was noted that the finance working party had received a legal topic note from NALC explaining that it could not directly fund the church and it was **AGREED** to send a grant application form to the Holbeach PCC and await its return for deliberation.

#### **17. Data protection Working Party:**

(a) Chairman's report and recommendations: The report had been circulated and was accepted by the council.

(b) To agree on new Data Protection Officer. Following the most recent update from LALC it was **AGREED** to suspend having a data protection officer until the bill had been passed by Government and an update received from LALC.

**18. Staffing Matters:** Resolve to go 'In Committee'. **Agreed.**

**19. Parish Councillors and Staff-** Proposed to take 'In closed session' – **Agreed.**

**20. Wifi4EU Grant.** It was brought to the attention of councillors that this was not something that the Parish Council could bid on directly, however they could register their interest with the District Council who are the municipality body. It was proposed to register interest with SHDC for Carters Park. **Agreed**

**21. Any other business by leave of Chairman:** the Chairman asked for a survey to be placed on the Facebook page regarding the interest in a cricket club for Carters Park.

The Clerk passed on a message from Councillor Martin Howard, thanking members and staff for their support during his year as Chairman

**22. Confirm date and venue of next Parish Council Meeting.**

June 11th 2018, Methodist Church Hall, Albert Walk, Holbeach at 7pm.

**21 .Agenda Items for next Meeting-**

- To set the allotment inspection date
- To discuss the Hall Hill park options for s.106 money

**The meeting ended and closed at 20:22pm.**

Chairman.....

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 11<sup>th</sup> June 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:10 following the Open Forum.

**Present:** Councillors: Isobel Hutchinson, Paul Brighton, Terry Harrington, Paul Foyster, Graham and Carol Rudkin, Rita Rudkin, Maureen and Arthur Male, Kelly Wilson, John Spencer, Tony Lomax, and Rachel Flood.

David Boyce: Deputy Clerk.

Also four members of the public were in attendance

### **The Chairman, Councillor Paul Foyster chaired the meeting**

#### **Open Forum**

A member of the public asked about health and safety in Carters Park play area and the Chair of Parks explained the external annual appraisals and the checks carried out by the trained park staff. It was also raised about the rubbish left by the contractor around the wood carving in Park Road cemetery.

#### **1. Apologies.**

Councillors Martin Howard, Reet Patchett, Emma Armiger, Valery Gemmell, The Clerk, the Police, County Cllr Nick Worth and the Press had offered their apologies and were accepted.

#### **2. Clerks Report – Vacancy Town Ward**

The Deputy Clerk reported that following the resignation of Councillor Paul Gunn there is a vacancy on the Parish Council for the Town Ward. His resignation had been notified to South Holland District Council and notices for requests for elections had been posted on the relevant notice boards.

#### **3. Declarations of interest:**

Members were made aware that the Declaration of Interest book was available and could be signed at any time during the meeting.

*Councillor Kelly Wilson signed in respect of Friends of Holbeach Parks and Councillor Terry Harrington signed in respect of the Band hall.*

#### **4. Minutes of previous Meetings – 14th May 2018**

The minutes of the previous Parish Council Meeting held on Monday 14<sup>th</sup> May 2018, as circulated were approved and signed by Councillor Paul Foyster, as Chairman, as a true and accurate record. **Agreed.**



## 5. Police and County Matters

### (a) Police matters

The Police had not left a report in their absence. It was raised about parking of a van near the old pet shop which was there all day regardless of a traffic warden or not. It was **AGREED** to make Highways and the police aware.

### (b) County Matters

County Cllr Nick Worth did not send a report in his absence. It was **AGREED** to report to Highways about the Market Hill road signs saying library that need to be removed.

## 6. Highways Matters

(a) There were no reported road closures at this time

(b) It was reported that members of the public and some high street shop owners were concerned at the removal of the posters from their shop fronts as it was taking away footfall from them. It was asked that the posters for events be left up until they run out. Two councillors explained that as part of Holbeach in Bloom they were removing them as fly posters. It was **AGREED** to contact the Highways and South Holland District Council as regards the policy for advertising and posters in Holbeach High Street.

## 7. Allotments

(a) The Chairman of Allotments reported that there was nothing new to tell councillors.

(b) Date of Allotment Inspection was **AGREED** on 12th July 2018 at 18:00

(c) The option of giving the Crown Field St Marks back to the Crown was deliberated following a meeting with the Crown, with considerations including the need for a rent increases and the additional requirements for management of Crown allotment land. It was also noted that there was a funding gap between charged rent and what tenants paid, as well as the costs of the time spent by office staff managing it. The Crown had offered assurance that the existing tenants would be able to continue tenure. It was **AGREED** to begin the process of handing the allotment land back to the Crown.

## 8. Carters Park, Stukeley Grounds and Parish Playing Field

(a) Chairman of Parks and Playing Fields Report was accepted by the council. It was highlighted that the new dog run has been 'soft' opened following a risk assessment had been completed. There were comments that 2 benches were now in place and it was being used by members of the public. There was litter seen again left by school children in the Park and a letter was requested to be sent to the school. It was raised about the standing stones from the in Bloom comments from last year to have some explanation as to what they were, and Councillor Isobel Hutchinson said that she

had some information from when they were erected from the regeneration scheme before. It was noted that there are lots of things in place for health and safety however the council has not adopted a proper policy and there were elements that the office could do with support with this. It was **AGREED** to investigate the costs of an external company to guide the policy for the Council.

(b) It was explained to the Council that from the Coastal Lives cultural lives and Lincolnshire coast cultural development plan that Holbeach has only 52% of open space provision to the NPFA recommendations to the population and 47% of children's play areas to the NPFA recommendations (study conducted on open spaces by South Holland District Council). It was said that there are still elements of the information needed about the lease and rents and this will be brought to next month's meeting.

(c) It was raised about the need for funding to pay for the skate park previously agreed by the Council to go in near the football goals, and that the full funding would be available if the Council allows Friends of Holbeach Parks to apply. It was proposed to allow permission for Friends of Holbeach Parks to pursue the skate park.

(d) It was proposed by Councillor Paul Foyster regards the recent spate of vandalism and that Long Sutton had a notice for a £100 reward, and for the council to consider this as an option and to be put onto the agenda for next meeting.

## **9. Cemeteries – Park Road and Hallgate**

(a) Chairman of Cemeteries and Closed Churchyard's Report was delivered by the vice chairman with one amendment to the report of the ownership of the fence at Hallgate being the Councils.

(b) There was a presentation by the Cemetery Chapels Committee to inform the Council of their works, including it being the end of the two year lottery funded programme which had resulted in three different cemetery trails. It was raised that to further the development and gaining of grants they would require agreement in principle for a lease to take occupancy with a minimum term of 50 years. Following their consultation it was suggested their use would be a marriage venue in the South Chapel and the North Chapel to be renovated to an artist's workshop. It was noted that there was no one on the board of the Cemetery Chapels Committee to represent Holbeach Parish Council, and a liaison is to be agreed. These items would be put to next month's agenda.

(c) The memorial inscriptions and burial reserved plots were duly signed and approved.

### Memorials

Edward Gent – Hallgate  
James Harwood – Hallgate  
Margaret Jones – Park Road  
Vanessa Moore – Park Road

Elanore Butters – Park Road

Nancy Parratt – Park Road

### **10. Closed Churchyard**

(a) The Vice Chairman of Cemeteries and Closed Churchyard's reported that the planted area around the war memorial was not staying in place and boarding was required around it. The anticipated cost was £90.00, it was proposed and **AGREED** that this be paid. It was noted that the PCC had put plum slates around the church and this caused a hazard to the mowing and maintenance. It was proposed to request to the PCC that boarding be put round to protect the Parks workers when mowing. **Agreed.**

### **11. Holbeach Bank Playing Field**

The Chairman of Holbeach Bank Playing Field commented that a risk assessment had been carried out and the details of which would be brought to next meeting. Some items had been communicated to the Working Parks and Cemeteries manager to put into the schedule of works. It was also noted that a new sign had been put up to ask dog owners to keep them on a lead for the safety of all residents and users of the playing field.

### **12. Planning Applications**

(a) Chairman of Planning's reported that all current applications had been commented on where appropriate.

(b) Circular ex LALC regarding section 106 monies was debated and it was proposed and **AGREED** to write a letter to LALC to support the motion to put pressure onto the District council to change to the Community Infrastructure Levy system and complete the survey NALC has requested.

### **13. Property**

(a) Chairman of Properties reported that the first phase of works had been completed at Coubro Chambers and that a new tenant had been found for 4a High Street and would be moving in shortly.

(b) It was deliberated that the Band Hall Lease was due to expire in September and this needed to be dealt with to give them some stability. It was proposed to put onto next month's agenda following a review of the rent figures.

### **14. Financial statement and presentation of payments for approval**

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 4<sup>th</sup> June 2018 was proposed and accepted by the Council. Councillor Paul Brighton presented the cheques for payment of **£20630.80 (annexed)** which was **AGREED.**

(b) The Financial Statement was presented by the Deputy Clerk as follows:

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT MAY 31st 2017**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844		3,270.71	
LESS UNPRESENTED CHEQUES		<u>1,712.32</u> *	
		1,558.39	
BUSINESS SAVER 90915394		47,636.30	
CCLA ACCOUNT		190,208.76	
FIDELITY INVESTMENT		50,328.54	
COIF		<u>50.00</u>	
	balance	289,781.99	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD		128,893.48	
ADD RECEIPTS		<u>214,602.94</u>	
		343,496.42	
LESS PAYMENTS		<u>53,714.43</u>	
	balance	289,781.99	LINE 8

**\*UNPRESENTED CHEQUES**

unbanked monies		
credit card		1646.87
	708696	27.00
	708703	38.45
total		1712.32 *

- (c) The Standing Orders were proposed and **agreed**.
- (d) The Financial Regulations were proposed and **agreed**.
- (e) The Internal Financial Controls were proposed and **agreed**.
- (f) The Financial Risk Assessment was proposed and **agreed**.

**15. Nature Reserve**

Councillor Carol Rudkin raised that Holbeach in Bloom could no longer manage the area, that it was looking very poor and wanted it to be cleared in preparation for the in Bloom judging on the 5<sup>th</sup> July. One councillor noted that as it was adopted by Holbeach in Bloom in the past it was not in the current schedule of works for the parks staff. Another noted that there was no one councillor responsible for the

Nature Reserve and a representative needed to be appointed. It was proposed that Councillor Tony Lomax be appointed as Chairman of Fishpond Lane nature reserve and this was **AGREED** by the council. It was also noted that the request to cut the trees back was not allowed as The Natural Environment and Rural Communities Act 2006 and Biodiversity Act wouldn't allow anything more than light pruning until the end of August.

#### **16. Staffing Matters**

There were no staffing matters this month

#### **17. HR Working Party**

The HR working party report was proposed and accepted by the council, namely the Uniform Policy and the circulation of the Whistleblowing policy to staff with a zero tolerance policy to abuse of council staff which was **AGREED** by the council.

#### **18. Social Media Working Party**

The Social media working party report was circulated and **agreed** by members, and the working party was suspended following completion of its aim to set up a social media platform for the Parish Council to use.

#### **19. Any other business by leave of Chairman**

The chairman informed members that the Parish Fair preparations were completed and organised, ready for the fair on the 1<sup>st</sup> July. The Chairman invited all those who weren't volunteering to come along to the day.

#### **20. Confirm date and venue of next Parish Council Meeting**

It was **AGREED** to meet on July 9<sup>th</sup> 2018 at Methodist Church Hall, Albert Walk, Holbeach.

#### **21. Agenda items for next Meeting**

- Decision on Hall Hill park adoption and adoption of play equipment.
- To consider the option of a £100 reward for the conviction of vandals
- To propose the installation of CCTV in Carters Park
- To agree a lease for the Cemetery Chapels Committee
- To agree the liaison for the Cemetery Chapels Committee
- To agree a lease for the Band in the Band Hall

The meeting was closed at **20:45. There not being a Closed Session**

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 9<sup>th</sup> July 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.02 pm following the Open Forum.

**Present:** Councillors: Isobel Hutchinson, Paul Brighton, Terry Harrington, Paul Foyster, Graham and Carol Rudkin, Rita Rudkin, Kelly Wilson, John Spencer, Martin Howard, Reet Patchett, Emma Armiger, Tony Lomax, and Rachel Flood.

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

Also two members of the public, and the Press were in attendance

**The Chairman, Councillor Paul Foyster chaired the meeting**

### **Open Forum**

The Chairman welcomed those present and Council Members to the meeting. The Chairman informed those in attendance that this was the time to express thoughts and comments regarding any Parish issues. No decision could be made but items could be placed on the Parish Council agenda for the next meeting.

The Chairman asked those present if they had any issues that they would like to raise.

A Member of the public asked the Chairman for his opinion of the Gents toilets on Market Hill. The Chairman replied that on his visit as part of SHDC, who own and control the toilets, his opinion was that they could do with more cleaning, but there was to be a further meeting regarding them and he couldn't comment further. There being no further comments from the public, the open Forum closed at 7.02 p.m. The Parish Council meeting followed in the Methodist Hall.

### **1. Apologies.**

Councillors Maureen and Arthur Male, and Valery Gemmell had offered their apologies and were accepted. The Police and County Cllr Nick Worth also tendered their apologies

### **2. Clerks Report – Vacancy Town Ward**

The Clerk reported that following the resignation of Councillor Paul Gunn no requests were received for an election and SHDC and informed him that the Parish Council were able to fill the vacancy by co-option.

Notices inviting applicants to apply for co-option had been posted around the Parish and on the Parish Website. The decision on who to co-opt onto the Parish Council would be made at the August PC meeting. It was proposed and **agreed** that

applicants would be given a short period to address Members to put their case forward.

### **3. Declarations of interest:**

Members were made aware that the Declaration of Interest book was available and could be signed at any time during the meeting.

*Councillor Kelly Wilson signed in respect of Friends of Holbeach Parks, Councillor Terry Harrington and Martin Howard signed in respect of the Band hall and Councillor John Spencer in respect of the Royal British Legion.*

### **4. Minutes of previous Meetings – 11<sup>th</sup> June 2018**

The minutes of the previous Parish Council Meeting held on Monday 11<sup>th</sup> June 2018, as circulated were approved and signed by Councillor Paul Foyster, as Chairman, as a true and accurate record. **Agreed.**

### **5. Police and County Matters**

(a) Police matters; The Police had not left a report in their absence and Members had no issues to raise.

(b) County Matters; In County Cllr Nick Worth absence, Members were asked for any issues they wished to raise.

Councillor Graham Rudkin asked for the bollard near the former Barclays Bank to be repaired as following an accident he considered it in a dangerous state. The Clerk to report to LCC Highways.

### **6. Highways Matters**

(a) The Clerk reported a temporary road closure at Middle Marsh Road, near the vicinity of number 78 for a period during 24/7/18 to 26/7/18

(b) Speed Awareness Volunteers:

The Chairman informed members that the Community Speed Watch Co-ordinator for South Holland is working on a 'recruitment drive' in the whole of South Holland, gathering contacts from interested members of the Community who would like to be part of this programme.

Anyone who would like to be a part of this scheme must go through them, everyone would be asked to work with a minimum of three people and each person will be wearing visual jackets which will be supplied by them.

Eventually they will be working with the County Wide Speed Watch Co-ordinator And they asked people to feel free to email or call her if they would like to know further details, and she would be keen to visit and talk to anyone who would like to know more.

Contact details:

Mobile: 07779 895388

Email: [jan@tulip-events.co.uk](mailto:jan@tulip-events.co.uk)

## 7. Allotments

(a) The Chairman of Allotments reported that there was nothing new to tell councillors but that as previously informed due to other commitments he would like to amend the date of the allotment inspection from the 12<sup>th</sup> to the 18<sup>th</sup> July at 6pm so as not to conflict with the England Football match. Councillor Rudkin proposed that due to the waiting list for allotments any tenant with a plot that does not reach the expected standard to be given a period of two weeks to make improvements, failure to do so they be given a month's notice to quit. **Agreed.**

(b) Date of Allotment Inspection was **AGREED** on 18th July 2018 at 6pm starting at the Battlefields Lane site.

## 8. Carters Park, Stukeley Grounds and Parish Playing Field

(a) Chairman of Parks and Playing Fields Report was accepted by the council. **Annexed.** Councillor Kelly Wilson also proposed to Members, following comments regarding the state of the \Tennis Courts, that she be able to obtain quotes for resurfacing and seeking Grant finding. **Agreed.** Councillor Wilson also informed Members that she had obtained funding to install four CCTV cameras for placement in the park, to deter vandalism and picnic benches within the old dog run area and proposed that she be able to proceed. **Agreed.**

(b) Hall Hill Park – decision on adoption of Park and Play Equipment. Councillor Paul Foyster informed Members that SHDC had cleared the area in Hall Hill Park to make it safe and they had also met with SHDC, who had tried to sell the idea of using the area behind, which he considered a non-runner due to the objections it would cause from residents near to it. He proposed that we pursue the adoption of Hall Hill Park, providing a satisfactory period of lease and a peppercorn rent. **Agreed.**

(c) Vandalism - It was explained by Councillor Paul Foyster regards the recent spate of vandalism that Sutton Bridge had a notice for a £100 reward for a conviction regarding any vandalism, which to date had never been claimed but had reduced vandalism and proposed for the Parish Council to adopt the same. **Agreed.**

(d) Councillor Isobel Hutchinson informed Members that she had been approached by Spalding High School to continue the next week with the Artwork on the Football Club fence the same as last year. They would need access late on the 16<sup>th</sup> to project the image and would do the painting on the 18<sup>th</sup> and 19<sup>th</sup>. They would also need access to water and changing facilities. Councillor Hutchinson proposed they be allowed to do this with the funding coming from the Town Action Group Fund. **Agreed.**

## 9. Cemeteries – Park Road and Hallgate

(a) Chairman of Cemeteries and Closed Churchyard's Report was accepted by the council. **Annexed.** Councillor Reet Patchett inform Members that she had received request from three separate people to plant trees in Hallgate Cemetery along the line of existing planting and proposed this be allowed. **Agreed.** Councillor Patchett also



proposed that a Yew tree be purchase and planted in Hallgate Cemetery in the case of this type of tree being traditional in English Churchyards and Cemeteries. **Agreed.**

(b) Cemetery Chapels- appoint Liaison Member's to Cemetery Chapels Committee and agree Lease

It was proposed and **agreed** that Councillors Rita Rudkin and Councillor Terry Harrington be appointed to the Committee.

Councillor Isobel Hutchinson informed Members that she had received a request from the Cemetery Chapels Committee for a draft lease to be agreed for them to enable grant funding to be allowed. This was proposed and **agreed** in principle, subject to Councillor Hutchinson looking into conditions.

(c) The memorial inscriptions and burial reserved plots were duly signed and approved.

Memorials

Doreen Ayton – Park Road CR area

## **10. Closed Churchyard**

(a) The Chairman of Cemeteries and Closed Churchyard's had nothing further to report.

## **11. Holbeach Bank Playing Field**

The Chairman of Holbeach Bank Playing Field reported that the risk assessment for the Football Club premises had been completed satisfactory and would be kept on the premises for inspection should anyone so wish. Councillor Flood also reported that the dog issues had been reduced with only a couple of minor incidents.

## **12. Planning Applications**

(a) In the Chairman of Planning's absence the Clerk reported that all current applications had been commented on where appropriate.

## **13. Property**

(a) Chairman of Properties Report was accepted by the council. **Annexed.** Councillor Isobel Hutchinson informed Members that since the report the tenant had now taken possession of 4a High Street. Councillor Hutchinson also informed Members that the next phase of work on Coubro Chambers would be due to start within the next fortnight.

(b) Band Hall Lease - Councillor Hutchinson informed Members that as previously stated the Band Hall Lease was due for renewal, and they were looking for a longer period of lease to enable them to obtain grant funding and she suggested as per report to put the lease on a longer term with a rent similar to that of the Football Club with rent reviews and release clauses.

It was proposed to give a lease initially for twenty years at a rent of £250 per annum to be reviewed every three years, with clauses to suit both parties. **Agreed.**

**14. Financial statement and presentation of payments for approval**

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 4<sup>th</sup> June 2018 was proposed and accepted by the Council. Councillor Paul Brighton presented the cheques for payment of £19714.58 (**annexed**) which was **AGREED.**

(b) The Financial Statement was presented by the Deputy Clerk as follows:

**HOLBEACH PARISH COUNCIL** **2018-2019**

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT JUNE 30th 2018**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	2455.00	
LESS UNPRESENTED CHEQUES	545.02	*
	1909.98	
BUSINESS SAVER 90915394	28857.92	
CCLA ACCOUNT	190226.76	
FIDELITY INVESTMENT	51090.61	
COIF	50.00	
	272135.27	LINE 8
balance		

**CASH BOOK**

BALANCE BROUGHT FORWARD	128,893.48	
ADD RECEIPTS	218679.38	
	347572.86	
LESS PAYMENTS	75437.59	
	272135.27	LINE 8
balance		

**\*UNPRESENTED CHEQUES**

credit card		279.02	
	708696	27.00	
	708706	23.00	
total		545.02	*

(c) The Investment Strategy Policy was proposed and **agreed.**

(d) Consider Grant Request- Holbeach British Legion / Remembrance Parade

It was proposed to agree the grant application for £650 as per budget on proviso that the British Legion kept the Parish Council informed on what was happening and what the money was actually spent on. **Agreed.**

Councillor John Spencer informed Members of the various options for this year's Parade, looking at times etc. and that the next scheduled meeting was arranged for the 18<sup>th</sup> July to further plans.

### **15. Request for Special Motion as per Standing Orders 7a (previous Resolutions) - Amendment to Members of Finance Working Party**

The Clerk reported from the Standing orders that:

a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

And he reported that he had have received a written request from two Councillors for a special motion as per standing orders 7a (Previous resolutions) to propose an Amendment to Members of the Finance Working party from Councillors Paul Brighton and Paul Foyster.

Councillor Paul Foyster proposed that the attendees to the Finance Working Party meetings be amended to include all chairman of categories (and their Deputies in their absence). **Agreed.**

### **16. Staffing Matters**

It was resolved to take 'In close session' **Agreed**

### **17. HR Working Party**

The HR working party report was proposed and **agreed**,

### **18. Data Protection Working Party**

The Data Protection working party report was proposed and **agreed**.

### **19. Any other business by leave of Chairman.**

The Chairman informed Members that a request had been made for car parking in Carters Park for two hours while a funeral and wake was taking place, this would normally be refused, but due to the fact the request was for the funeral of the Grandson of the benefactor of the Park, Herbert Carter permission was given. The Chairman also informed Members that Glass Recycling container in Boston Road Car Park, which had been the cause of problems with broken glass in the Car Park and Carters Park had been found to be damaged with holes in it and that it was now being replaced with a new one the following week.

**20. Confirm date and venue of next Parish Council Meeting**

It was **AGREED** to meet on August 13<sup>th</sup> 2018 at Methodist Church Hall, Albert Walk, and Holbeach.

**21. Agenda items for next Meeting**

- Highway grass verge running along Station Street.

The meeting was closed to the public at 7.55pm. And went into Closed Session

**16 Staffing Matters:**

It was proposed to allow the Deputy Clerk to take unpaid leave as per his request.  
**Agreed.**

**The meeting closed at 7.59pm**

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 13<sup>th</sup> August 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:02 pm with the Public Open Forum having changed to being after item 5.

**Present:** Councillors: Martin Howard, Isobel Hutchinson, Paul Brighton, Kelly Wilson, Terry Harrington, Rachel Flood, Paul Foyster, Valery Gemmell, Tony Lomax, Reet Patchett, Maureen Male, Arthur Male.

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

Chris Seymour: Clerk

David Boyce: Deputy Clerk

### **1. Apologies.**

Councillor's Rita Rudkin, John Spencer, Graham Rudkin, Carol Rudkin and Emma Armiger had offered their apologies which were accepted by the Council. The Police and the Press also offered their apologies.

### **2. Vacancy – Town Ward:**

The Clerk reported that following the resignation of Paul Gunn, a vacancy had arisen for the Town Ward for Holbeach Parish council and that the notice of co-option had been posted around the town. The two candidates that attended who'd put themselves forward were given five minutes each to speak, the Clerk made the Council aware that not speaking should not sway their vote. After a secret ballot going to a second round resulting in a tied vote, the Chairman use his casting vote to decide that Karl Zawisza would be co-opted onto the Council. Karl signed the declarations and was invited to the table.

### **3. Declarations of interest:**

Members were made aware that the Declaration of Interest book was available and could be signed at any time during the meeting. Cllr Terry Harrington registered an interest in the Band Hall lease.

### **4. Minutes of the previous meeting.**

The minutes of the previous Parish Council Meeting held on Monday 9<sup>th</sup> July 2018, as circulated were approved and signed by Councillor Paul Foyster as Chairman, as a true and accurate record. **Agreed.**

### **5. Police and County Matters**

(a) There were no police matters raised to the police and no report from them in their absence.

(b) The County matters raised by County Cllr Nick Worth included a notification of the yellow jackets that had been seen in Holbeach over July was the traffic survey completed following the opening of Peppermint Junction improvements. There was a report expected on 13/09/2018 for the National Centre of Food Production of the traffic flow, it was hoped the HGV usage had dropped significantly and for ideas for the 5 way traffic light junction in the middle of town moving forward. A Councillor asked if it was completed before school holidays which Cllr Nick Worth confirmed it was done at lots of different times.

## 6. Presentation from the Community Wardens.

David Rodwell and Emma Holmes introduced themselves as part of the community warden team, David having been in post for 4 months. They explained they were there to provide a uniformed presence in highlighted hotspot areas for actual and environmental Anti-social behaviour, with information from a range of partner services including the Police, Council and other local bodies. They also benefitted from feedback from local residents via [www.sholland.gov.uk/reportit](http://www.sholland.gov.uk/reportit) or on the phone to 01775 761 161.

### Open forum – opened 19:27

*A member of the public raised a question regarding the community wardens and whether or not reporting anti-social behaviour would be anonymous or would it be used to target individuals, which the Chairman responded to having to raise with them and ask that they come back to the Council. Another member of the public thanked Cllr Tony Lomax for how he dealt with the passing of a goose and raised about the abstraction of water, which was on the agenda.*

*The open forum was closed at 19:31.*

## 7. Highways Matters

(a) There were no road closures reported by the Clerk.

## 8. Allotments-

(a) In the Chairman of Allotments absence the Clerk delivered his report which was accepted by the council. The Chairman delivered the proposal of releasing the tenants at the Holbeach St Marks Crown Land should it be amiable with the Crown which was **AGREED** by the Council.

(b) Allotment Inspection 18th July: Following the inspection there were six improvement notices served, with a deadline for improvements given as 31/08/2018 before notice to quit would be served. It was also proposed and **AGREED** that the tenancies not be renewed for these tenants should an improvement not be seen by that date.

## **9. Carters Park, Stukeley Grounds and Parish Playing Field:**

(a) The Chairman of Parks and Playing Fields report was accepted by the Council. The Chairman also raised about more anti-social behaviour being noted by a parishioner which, when reported to the police, the parishioner did not feel it was taken seriously and issues continued. It was proposed and **AGREED** that a letter be sent expressing this dissatisfaction to the Police. Cllr Isobel Hutchinson raised about the roundabout being reinstated in the same place as before which had issues with the roots of trees dislodging it in the past and about the old dog area having a rose bed appear. Cllr Kelly Wilson explained that the Working Parks and Cemeteries manager had cited the roundabout but not consulted as to its placement and would look into the matter and the rose bed was part of the improvements that were agreed at a previous meeting.

(b) Cllr Kelly Wilson gave an update from Playground Course on what she had learned including the safety measures required in a play area, the policies a Council can use to help run parks and playing fields & some of the best practices for insurance.

## **10. Cemeteries – Park Road and Hallgate**

(a) The Chairman of Cemeteries and Closed Churchyard's delivered her report but explained that a councillor had told her just before the meeting that the bench highlighted might have permission on it and so to check before making a proposal. The report was accepted by the Council.

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

- Late James W Harper 176D Park Road erection of monument
- Late Jenny Ayres CRC20 Park Road erection of monument
- Late Peter Hobday A11 Hallgate second inscription

(c) In Cllr Rita Rudkin's absence, there was nothing to report for the Cemetery Chapels. Cllr Isobel Hutchinson raised regards the lease to be deferred to next month's meeting.

## **11. Closed Churchyard:**

(a) Chairman of Cemeteries and Closed Churchyard's reported here that she has booked a meeting with the Rev Rosamund Seal before the next meeting to then give an update. Councillor Harrington extended his praise to Holbeach in Bloom for how well the churchyard looked this year.

## **12. Holbeach Bank Playing Field:**

(a) Chairman of Holbeach Bank Playing Fields reported that there had been a window smashed somewhere between Wednesday evening and Sunday morning which needed fixing.

### 13. Planning Applications –

(a) The Chairman of Planning reported that most current applications had been commented on up to date and the rest would be completed over the next two days.

### 14. Property-

(a) The Chairman of Properties report was accepted by the Council. The Band Hall lease was being drawn up with 20 years and no break clauses after consideration of the bands request.

### 15. Financial statement and presentation of payments for approval

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 6<sup>th</sup> August 2018 was duly accepted by the Council. The staff card being maxed out was raised for clarification.

Chairman Paul Brighton presented the cheques for payment totalling £18,884.00. A query was raised as to the cost of the chainsaw course & how the Council was protected should the employee leave, where the Clerk explained it was a five day certificated course and would need to be partially reimbursed should the employee leave within two years.

(b) Financial Statement.

The Clerk presented the financial statement which was accepted by the Council as follows:

#### **HOLBEACH PARISH COUNCIL**

#### **LINCOLNSHIRE**

#### **BANK RECONCILIATION AS AT JULY 31st 2018**

#### **BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3593.08
LESS UNPRESENTED CHEQUES	<u>920.49</u>
	2672.59
BUSINESS SAVER 90915394	65913.42
CCLA ACCOUNT	140371.50
FIDELITY INVESTMENT	51090.61
COIF	<u>50.00</u>
balance	260098.12

#### **CASH BOOK**



BALANCE BROUGHT FORWARD	128893.48
ADD RECEIPTS	228538.89
	<hr/>
	357432.37
LESS PAYMENTS	97334.25
	<hr/>
balance	260098.12

**\*UNPRESENTED CHEQUES**

708696	27.00
708712	185.65
708714	23.00
708715	100.00
credit card	584.84
total	920.49 *

The Clerk also updated the Council that it received a clean audit for the 2017/2018 year from the External Auditor.

**16. Staffing Matters** – it was resolved to take “In closed session”

**17. Fishpond Lane Nature Reserve:**

(a) Cllr Tony Lomax delivered the Fishpond Lane Nature reserve report and it was **AGREED** by the Council.

(b) Consider request for abstraction: It was discussed as to the requirements and legislation for abstracting water from the Nature Reserve and how as it is a private water source it would require the Council to give permission. After careful deliberation it was **AGREED** that the potential damage to wildlife did not outweigh the benefits to the resident and permission was not allowed.

**18. Lloyds Bank**

(a) It was proposed and **AGREED** to petition Lloyds Bank regards the closure of the local facility with a petition posted around the town by the Clerk on behalf of the Council.

**19. Proposal to hold surgeries for the people of the Parish**

(a) The proposal to hold surgeries in line with Fleet Parish Council in the Co-op library was deliberated by the Council, with Cllr Terry Harrington commenting that Holbeach Parish Council already had Coubro Chambers to do this from and it had been done before with little success. It was **AGREED** that the Council would pursue surgeries and to set up a working party consisting of Cllrs Rachel Flood, Val Gemmell and Martin Howard to deliberate times and details.

**20. HR Working Party**

(a) The HR Working Party report was **AGREED** by the Council, with requesting that the trouble areas for cigarette ends be communicated to the community wardens.

(b) Following resignation of Cllr Emma Armiger, it was **AGREED** that Cllr Karl Zawisza be included onto the working party.

## **21. To consider adopting the Station Road verge cutting from Lincolnshire County Council**

After some discussion it was **AGREED** to include this onto the verge cutting agreement with South Holland District Council.

## **22. Data Protection working party**

(a) The Council **AGREED** the working party report.

## **23. Any other business by leave of Chairman**

The Chairman had no other business to report.

## **24. Confirm date and venue of next Parish Council Meeting**

It was **AGREED** to meet Monday, September 10<sup>th</sup> 2018 at Methodist Church Hall, Albert Walk, Holbeach.

## **25. Agenda items for next Meeting**

1. Cemetery Chapels lease agreement.
2. Cemetery fees and charges
3. Water safety equipment deliberation in the Nature Reserve

Public part of meeting closed and went into 'Closed Session' at 8.33pm.

**16 Staffing Matters:** it was agreed that the LALC salary increase recommendation for the Clerk and Deputy Clerk be accepted.

## Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 10<sup>th</sup> September 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.10 pm following the Public Open Forum.

**Present:** Councillors:, Paul Brighton, Terry Harrington, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Maureen Male, Arthur Male, John Spencer, Graham Rudkin, Carol Rudkin, Karl Zawisza and Emma Armiger

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

Chris Seymour: Clerk

David Boyce: Deputy Clerk

Councillor Rachel Flood as Vice Chairman chaired the meeting

**Open forum** – opened at 19:00. The Vice Chairman welcomed those present and Council Members to the meeting. The Vice Chairman informed those in attendance that this was the time to express thoughts and comments regarding any Parish issues. No decision could be made but items could be placed on the Parish Council agenda for the next meeting.

The Chairman asked those present if they had any issues that they would like to raise.

A Member of the public asked the Vice Chairman her opinion of the cars etc. parked on side of road at Holbeach Bank and the response she received from SHDC. The Vice Chairman explained that the response had been that it was difficult to prove that someone was running a business there if not actually found working on it. The vehicles have now been removed.

A member of the public complained regarding what he considered the mismanagement of the trees overhanging from Park Road Cemetery, also District Councillor Francis Biggadike, who was in the public area stated that he had received complaints regarding the overhanging trees from there.

Councillor Reet Patchett replied that this issue would be looked at and asked for the persons details so that she could contact them

*The open forum was closed at 7.10pm*

### 1. Apologies.

Councillor's Paul Foyster and Isobel Hutchinson had offered their apologies which were accepted by the Council. The Police and the Press also offered their apologies. Councillor Kelly Wilson was absent.

### 2. Clerks report:

The Clerk reported that following the resignation of Councillors Rita Rudkin and Martin Howard, he had notified South Holland District Council and was awaiting

instructions for the Election details of replacement, which when received they would be posted on the Parish notice boards and Parish Web site.

Councillor Terry Harrington proposed that a letter of thanks be sent to both former Members thanking them for their long and valued contribution to the Council.

**Agreed.**

### **3. Declarations of interest:**

Members were made aware that the Declaration of Interest book was available and could be signed at any time during the meeting. Councillor Terry Harrington expressed one for item 13 (b), Councillors John Spencer and Valery Gemmell for item 18.

### **4. Minutes of the previous meeting.**

The minutes of the previous Parish Council Meeting held on Monday 13<sup>th</sup> August 2018, as circulated were approved and signed by Councillor Rachel Flood as Vice Chairman, as a true and accurate record. **Agreed.**

### **5. Police and County Matters**

(a) In the Police absence, the Clerk reported that they would like to highlight that South Holland are seeing an increase in the number of residents falling victim to fraudsters. The types of fraud vary from postal scams, phone scams, romance scams, rogue traders, on line scams to name just a few. If anyone at the meeting is concerned about someone they know being vulnerable to scammers the NPT are always happy to attend clubs and meetings and share with residents our experiences and also how to protect themselves.

(b) Speeding along Fen Road - request from Parishioner. A letter was received regarding speeding along Fen Road, it was proposed to install the mobile speed camera there after the road works that were there at present had gone. **Agreed.**

(c) County Cllr Nick Worth also offered his thanks to former Councillors Rita Rudkin and Martin Howard for the help he has received over the years. He reminded Councillors of the traffic study being held on the 13<sup>th</sup> September.

### **6. Highways Matters**

(a) The Clerk reported temporary road closures to Further Old Gate and Vicarage Lane.

(b) Parking along Back Lane. County Councillor Worth reported that regarding the parking along Back Lane that the road was on the list to be looked at, but it was a long list and would probably take one or two years before it would be looked at and then a consultation would take place with the householders etc. and it would only need everyone to be in agreement for it to go forward. The response Highways had given to the Deputy Clerk was that their consideration would include existing provisions and they would give the alternative to apply for a dropped kerb to access their frontages as Traffic Regulation Orders are not being entertained at present.

## 7. Allotments

Councillor Graham Rudkin reported that:

- The mowing of the dykes at Battlefields Lane has been arranged and will take place shortly.
- The rent notices have been prepared and are ready to send.
- Notices have been issued to the tenants that have been neglecting the garden allotments at Battlefields, with some improvement to some and ignored by others.
- The surrender of the Crown Land at Holbeach St marks is progressing, to the benefit of both the Parish Council and the tenants

## 8. Carters Park, Stukeley Grounds and Parish Playing Field:

(a) In the absence of the Chairman of Parks and Playing Fields there was no report.

## 9. Cemeteries – Park Road Hallgate and Closed Churchyard

(a) The Chairman of Cemeteries and Closed Churchyard's delivered her report which was accepted. **Annexed**. Councillor Patchett asked for three issues to be placed on the next agenda, benches at Hallgate Cemetery, possible Memorial Garden at Hallgate Cemetery and Members opinions of Park Road Cemetery management. Details to be distributed before the October meeting.

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

- Late Brian Alan Mace - additional inscription 186R Park road

(c) There was nothing to report for the Cemetery Chapels.

Cllr Isobel Hutchinson, asked via the Clerk for a proposal in principal for the lease to the Cemetery Chapels, without the clause for the three metre curtilage, be agreed, to be signed when they were in a position to do so. It was proposed and **Agreed** to accept the lease in principle.

(d) Review of Cemetery Fees. This item was deferred until the October Meeting. **Agreed**.

## 10. Holbeach Bank Playing Field:

(a) The Chairman of Holbeach Bank Playing Fields had nothing to report

## 11. Planning Applications –

(a) The Chairman of Planning reported that most current applications had been commented on up to date and the rest would be completed over the next two days.

## 12. Property-

(a) In the Chairman of Properties absence the Clerk reported the improvements to the kitchen and new Clerks office were complete and the next stage would commence soon.

## 13. Financial statement and presentation of payments for approval

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 3<sup>rd</sup> September 2018 was duly accepted by the Council. Chairman Paul Brighton presented the cheques for payment totalling £18618.77 which were proposed and accepted. **Agreed.**

(b) Financial Statement.

The Clerk presented the financial statement which was accepted by the Council as follows:

### HOLBEACH PARISH COUNCIL

### LINCOLNSHIRE

### BANK RECONCILIATION AS AT AUGUST 31st 2018

#### BANK ACCOUNTS

CURRENT ACCOUNT 50494844	2441.17
LESS UNPRESENTED CHEQUES	<u>2406.40</u>
	34.77

BUSINESS SAVER 90915394	53343.80
CCLA ACCOUNT	140371.50
FIDELITY INVESTMENT	51090.61
COIF	<u>50.00</u>
balance	244890.68

#### CASH BOOK

BALANCE BROUGHT FORWARD	128893.48
ADD RECEIPTS	<u>233660.81</u>
	362554.29
LESS PAYMENTS	<u>117663.61</u>
balance	244890.68

\*UNPRESENTED CHEQUES  
708696      27.00

708715	100.00
credit card	2279.40
total	2406.40 *

(c) Staff Wages. It was resolved to take “In closed session”.

(d) Consider Grant Application –Millennium Lighting Committee. The Chairman of Finance reported that the application form had been completed in the correct manner, the figure allowed for within the budget and proposed that the grant be paid. **Agreed.**

**14. Staffing Matters** – it was resolved to take “In closed session”

#### **15. Fishpond Lane Nature Reserve**

(a) Cllr Tony Lomax reported that he had been keeping the area tidy and that he was still pursuing quotes for the improvements, which he would bring to the Council for approval when complete.

(b) Consider proposal for Buoyancy Aid. Councillor Lomax reported that he had investigated the scenario fully and as it was not considered open water there was no significant Health & Safety risk and that by putting up a buoyancy aid we would constructively be accepting liability. It was also noted that the current sufficient 1.3 metre high fence which, at its closest point was 9.5 metres away from the water’s edge which didn’t start tapering for another 3 metres was a reasonable safety measure. It was proposed to defer any decision until further work or improvement was made to the area and to assess at that time. **Agreed.**

#### **16. Proposal to hold surgeries for the people of the Parish**

(a) Councillor Val Gemmell stated that following the surgery held by Fleet Parish Council at the Library she felt that the location was not the correct place to hold surgeries and that the Parish Council offices would make a much venue. It was proposed and **agreed** to defer any decision for the time being. Councillor Karl Zawisza volunteered to take the vacant position on the working party.

#### **17. HR Working Party**

(a) The HR Working Party report was **agreed** by the Council.

#### **18. Royal British Legion - Request for Adoption of Remembrance Parade**

The Clerk reported that he had received a request from the Holbeach Branch of the Royal British Legion to adopt the remembrance parade (annexed) which would provide them public liability insurance via the Parish Councils policy, but was concerned of the wording ‘to cover funding’. Councillor John Spencer stated that this was a typing error, and they would only be requesting adoption to cover the insurance aspect. It was proposed and **agreed** to reply stating that we would adopt

the Parade this year to cover the Insurance aspect only but would not accept the funding aspect as it could be construed as an open cheque.

### **19. Any other business by leave of Vice Chairman**

The Vice Chairman had no other business to report.

Councillor Karl Zawisza informed Members that Holbeach & District Bus was close to folding due to the lack of volunteers. It was suggested that an appeal by them be placed on Social Media to attract volunteers.

### **20. Confirm date and venue of next Parish Council Meeting**

It was **AGREED** to meet Monday, October 8th 2018 at Methodist Church Hall, Albert Walk, Holbeach.

### **21. Agenda items for next Meeting.**

- Hallgate Cemetery Benches
- Hallgate Cemetery Memorial Garden
- Park Road Cemetery management options to be agreed
- Cemetery Fees
- New representative Cemetery Chapels

Public part of meeting closed and went into 'Closed Session' at 19:50

Closed session:

**13. (c). Staff Wages:** It was proposed and **agreed** to increase the staff salaries as per the Finance Working Party's recommendations

**14. Staffing Matters:** it was proposed and **agreed** that the role of Clerk and RFO be split between the two staff as per Finance Working Party's recommendation and staff request as from 1<sup>st</sup> October 2018. The current Clerk becoming the RFO and Deputy Clerk. The current Deputy Clerk becoming the Clerk and Deputy RFO.

The meeting closed at 20:18



## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 8<sup>th</sup> October 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.05 pm following the Public Open Forum.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Terry Harrington, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Isobel Hutchinson, John Spencer, Graham Rudkin, Carol Rudkin and Karl Zawisza.

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

David Boyce: Clerk  
Chris Seymour: RFO

Chairman Paul Foyster chaired the meeting.

**Open forum** – opened at 19:00.

A member of the public asked around matters regarding the section 106 agreement to maintain Oxford Close, which was referred to District Council as they were currently responsible.

*The open forum closed at 19:04.*

### **1. Apologies**

Councillors Emma Armiger, Maureen Male and Arthur Male offered their apologies and these were **accepted** by the Council.

### **2. Clerks report: Vacancies - Town and St. Johns Ward**

(a) The Clerk reported that the election notices expired on the 28<sup>th</sup> September 2018 and there was no request for an election. In light of this the Council could consider co-option to fill those vacancies at the November meeting, notices have been posted around the Parish and on the Parish Council Web site inviting applications.

### **3. Declarations of Interest**

The Councillors were made aware of the book and Cllrs Kelly Wilson and John Spencer declared their interests in the book.

### **4. Minutes of previous Meetings**

The minutes of the meeting 10<sup>th</sup> September 2018 were **agreed** by the Council.

### **5. Police and County Matters**

(a) There were no police matters to report and the police did not submit a report in their absence.

(b) County Councillor Nick Worth was invited to report but had nothing new to report at this time. No new items were raised to him from the Council.

## **6. Highways Matters**

(a) Road Closures were reported on Hall Gate between 15/10/2018 and 19/10/2018 for essential road maintenance. They were also reported on Roman Bank near 'Starview' when required from 23/10/2018.

(b) Following the receipt of public opinion regards to the speeding around the Parish, it was reported that Cllr Paul Brighton had put the speed sign back up down the Fen Road and had collated data for that month. It was raised regards to the option of being able to have a speed partnership and the community speed gun. Cllr Karl Zawisza offered to investigate the options and report back to the Council next month.

## **7. Allotments**

(a) The Chairman of Allotments reported that 53 of the 96 rents had been paid, there had been some vacancies which could be filled by some of the waiting list, the allotment land at Holbeach St Marks had been returned to the Crown at the satisfaction of all concerned parties and the dykes had been instructed to be mowed at Battlefields Lane allotments which may have been done but he had not yet checked this.

## **8. Carters Park, Stukeley Grounds and Parish Playing Field**

(a) The Chairman of Parks and Playing Fields report was duly accepted by the Council.

(b) The placement of the proposed skate park was discussed as following a tree inspection the siting was deemed unfit following a tree root preservation calculation. The other options of where the previous park was, moving the football goals elsewhere or the unused cricket pitch were discussed. Another option of obtaining planning permission to remove the trees was then raised and it was decided to defer this to the next meeting having explored all these options.

(c) The replacement play equipment for Carters Park was brought up as a donation from Friends of Holbeach Parks to replace the old equipment in Carters Park and the Council were asked to adopt it. It was raised that the costings of maintenance of the new equipment was requested before councillors would make a decision and challenged that the equipment was previously adopted from the Friends of Carters Park & that the new equipment would have a warranty that the existing equipment didn't. The item was deferred to the next agenda.

## 9. Cemeteries – Closed Churchyard, Park Road and Hallgate

(a) Chairman of Cemeteries and Closed Churchyard's report was duly accepted by the Council.

(b) Cllr Isobel Hutchinson was appointed as new additional representative for the Cemetery Chapels committee.

(c) Memorial inscriptions and burial reserved plots to be approved were as follows:

- Hallgate A129 inscription for Blom
- Hallgate A83 inscription for Slater
- Park Road CRC33 inscription Wheatley
- Park Road 2(i) inscription Scott

(c) The proposal to pursue a memorial garden in Hallgate cemetery was debated at length, with the outlines of the project highlighted to Councillors. It was **agreed** to pursue a memorial garden at Hallgate cemetery.

(d) The proposal to manage the Park Road cemetery as an open space over a conservation area was debated and it was **agreed** to gain public opinion via a Facebook poll, a notice in the noticeboards & cemeteries and a press release before a final decision could be made on the management policy for the cemetery.

(f) The proposal to remove all benches from Hallgate cemetery was discussed with the recent health and safety considerations with the weather being raised for Councillor's attention in the report. It was noted that the cemetery rules required written permission for these benches to be present of which none had been given. It was proposed and **agreed** to remove the benches, contact the families and offer for them to go into the Memorial garden should this be adopted by the Council.

## 10. Holbeach Bank Playing Field

(a) Chairman of Holbeach Bank Playing Fields reported that the Land registry wasn't happy with the signed lease without their being a resolution in full Council that they agreed with their execution to sub lease the playing field to the Holbeach Bank Football Club on the agreed terms within the lease. It was proposed and **agreed** that the Parish Council accept the prepared and signed lease's execution as it stands for the purpose of Land Registry to be able to properly register it.

## 11. Planning Applications

(a) The Clerk reported in the Chairman of Planning's absence that all applications had been commented on up to date

(b) The road names suggested by councillors included something around the twinning with Sezanne, to commemorate Tony Worth with Tony Worth Way, to commemorate Geoff Capes with Geoff Capes Lane, the 17<sup>th</sup> Century actress Freeman was discussed as well as Plowright who discovered a vaccine for cows. It was **agreed** unanimously to recommend Tony Worth Way.

## 12. Property

(a) Chairman of Properties Report was duly accepted by the Council.

## 13. Financial statement and presentation of payments for approval

(a) Chairman of Finance Report including recommendations of Finance Working Party of 1<sup>st</sup> October 2018 was accepted by the Council. The cheque list totalling £17763.76 was **agreed** by the Council.

(b) Financial Statement as per the bank reconciliation

### *BANK RECONCILIATION AS AT SEPTEMBER 30TH 2018*

#### BANK ACCOUNTS

CURRENT ACCOUNT 50494844	£3,573.80	
LESS UNPRESENTED CHEQUES	£483.60	*
	£3,090.20	
BUSINESS SAVER 90915394	£33,611.44	
CCLA ACCOUNT	£140,452.69	
FIDELITY INVESTMENT	£51,764.49	
COIF	£50.00	
	balance	£228,968.82 LINE 8

#### CASH BOOK

BALANCE BROUGHT FORWARD	£128,893.48	
ADD RECEIPTS	£237,991.35	
	£366,884.83	
LESS PAYMENTS	£137,916.01	
	balance	£228,968.82 LINE 8

#### UNPRESENTED CHEQUES

708722	£444.00
Direct debit	£39.60
Total	£483.60

(c) The proposed cemetery fees were **agreed** by the Council. **Annexed**

## 14. Fishpond Lane Nature Reserve

(a) The plans for the Nature Reserve grants were circulated to members. It was noted that it was entirely self-funded, that the tree root protection calculation for the horse chestnut tree made it impractical to go to the right & that local residents who had spoken to him were in favour of the

improvements. The improvements planned had taken into account potential vandalism and long term management including the type of bench to match the existing. It was also noted that whilst this grant remained unspent this held the Council back from making further applications for grant funding in other areas. The plans were **agreed** for the project to go ahead.

#### **15. Remembrance Day**

(a) The details of the Parade were shared with the Council, including the time being 14:00 on the 11<sup>th</sup> November 2018 starting at the Community centre down Fishpond Lane. At this time there was not a safe way of delivering on a horse for the parade. Cllr John Spencer appealed to County Cllr Nick Worth to pursue the Highways reported issue of the badly damaged road surface down High Street to remove it as a potential health and safety concern. It was discussed about contacting the Cemetery Chapels group to get the Tommy moved to the All Saints churchyard for the day.

(b) The donation of £40 for the Poppy Wreath was **agreed**.

#### **16. Staffing Matters**

It was resolved to take these in closed session. It was **agreed** to confirm the council position in a letter to the member of staff.

#### **17. Parish Surgery working party**

(a) The Parish Surgery working party had met and discussed the venue and mechanics of the surgeries. It was **agreed** to hold the surgeries at Coubro Chambers. It was requested that all Councillors that wished to participate were to contact Cllr Karl Zawisza so that a rota can be built by the working party.

#### **18. Parish Council Vision and business plan**

(a) The previous Parish Council Vision and business plan were brought up and how they were not well achieved. The cohesion potential was raised around having a common plan as well as gaining the views of the electorate in that plan. It was suggested that pursuing a Foundation Award would give the Council the framework to deliver on this. It was agreed to formulate a Foundation Award working party to pursue this option, with the members being Cllrs Karl Zawisza, Valery Gemmell, Rachel Flood, Kelly Wilson and Tony Lomax.

#### **19. Dates for 2019 meetings**

The dates for the 2019 meetings, being the second Monday in each month, were **agreed** by the Council to be published in the parish noticeboard as well as the website.

#### **19. Any other business by leave of Chairman**

The Chairman raised no other business.

#### **20. Confirm date and venue of next Parish Council Meeting**

The next meeting was confirmed as November 12<sup>th</sup> 2018 at Methodist Church Hall, Albert Walk, Holbeach.

**21. Agenda items for next Meeting**

- The decision on adopting the play equipment
- The decision on the skate park placement

The meeting closed at 8.40 pm

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 12<sup>th</sup> November 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:00 following the Public Open Forum.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Terry Harrington, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Isobel Hutchinson, John Spencer, Graham Rudkin, Carol Rudkin and Karl Zawisza.

Also three members of the public, the press and District Councillor Tracey Carter were in attendance.

David Boyce: Clerk  
Chris Seymour: RFO

Chairman Paul Foyster chaired the meeting.

**Open forum** – opened at 19:00.

No questions were posed by the members of the public

*The open forum closed at 19:03.*

A minutes silence was held in remembrance of the Late Rita Rudkin and all her services to the Parish Council and residents of Holbeach.

The meeting then started at 19:05.

## **AGENDA**

### **1. Apologies**

There were no apologies offered for the meeting.

### **2. Declarations of Interest**

Members were reminded of the requirements for declaring an interest and to complete the book should they feel they needed to declare one at any time during the meeting.

### **3. Minutes of previous meeting**

The minutes of the meeting of 8<sup>th</sup> October 2018 were presented and **agreed** as a true record of the meeting and duly signed by the Chairman.

### **4. Clerks report: Vacancies - Town and St. Johns Ward**

(a) The interested parties who had previously registered their interest to the Clerk were co-opted to the Council. Stephen Johnson for St. Johns Ward and Serena Watts to Town Ward, where they received the Parish Councils Code of

Conduct and Standing Orders and signed their declaration of acceptance of office and were invited to join the meeting.

#### **5. Police and County Matters**

(a) In the Police's absence no report was submitted. There was nothing to report to the Police.

(b) In County Councillor Nick Worth's absence, no report was submitted. There was nothing to report to County Councillor Nick Worth.

#### **6. Highways Matters**

(a) The Clerk reported the following road closures:

- Roman Bank, in the vicinity of May Cottage, from 19/11/2018 to 21/11/2018 as and when required.
- Fishpond Lane, Damgate, Fleet Street and High Street on 11/11/2018 as required
- Further Old Gate on 19/11/2018 as and when required

(b) It was reported on the speeding partnership that there had been some progress and that Cllr Karl Zawisza would attend the training on the 23<sup>rd</sup> November and that the speed sign had been erected outside Stukeley grounds. It was also reported that at last the 30mph area had been extended and the signs had been erected outside William Stukeley school.

(c) The Chairman reported that, following the resignation of Cllr Martin Howard, the Parish Council had a vacancy to appoint a representative for the Voluntary Community Car scheme board. It was **agreed** that Cllr Serena Watts would represent the Parish Council on the board.

#### **7. Allotments (Cllr Graham Rudkin)**

(a) Chairman of Allotments reported that the grass cutting had been completed down Battlefields Lane allotments to his satisfaction.

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

(a) The Chairman of Parks and Playing Fields Report was duly accepted by the Council.

(b) The decision on the placement of the skate park was deliberated at length, covering previous engagements with the public and placement ideas as well as the limitations of those previously agreed making the project unviable. After careful consideration of the options it was **agreed** to progress with the skate park in the area near the tractor shed and should funding bids be successful move the football goals to the Netherfields Playing Field to accommodate the skate park.

(c) The play inspection was discussed with the recommendations regarding the proposed play equipment to be replaced being highlighted for significant cost to restore or to remove. It was **agreed** that the Council would adopt the replacement play equipment for Carters Park from Friends of Holbeach Parks as the costs of maintenance should be significantly lower and it would be of great benefit to the Parishioners.



## 9. Cemeteries – Park Road, Hallgate & All Saints Churchyard (Cllr Reet Patchett)

(a) The Chairman of Cemeteries and Closed Churchyard's report was duly accepted by the Council. It was agreed to manage Park Road cemetery in a sympathetic approach but with a schedule of hard cutting back in the zones proposed across the old areas to ensure all headstones were visible to be read. One member commented that the Commonwealth War Graves commission could help and the Clerk offered to make contact to pursue this for the help.

(b) Cemetery Chapels: There was nothing new under this agenda item to report.

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

- Burial- Park Road Sylvester 183P
- Burial -Park Road Fitch 174GG
- Burial -Hallgate Thomas A79
- Reservation -Park Road Murfet 183FF
- Reservation- Park Road Stafford 180HH
- Reservation- Park Road McDermott CRD6
- Burial Hallgate -Ball CRA38
- Burial Hallgate -Ebbage A140
- Memorial Park Road- Allwood TBC
- Memorial Park Road -Naylor 173ii
- Memorial -Hallgate Dear A25

(d) The proposed updated cemetery rules that reflect the new fees and processes were duly **approved** by the Council.

(e) It was proposed that the cemetery trail boards be accepted by the Council for Park Road cemetery and sited on the Edinburgh Walk entrance and near to the Cemetery Chapels on the Park Road side of the cemetery, which was duly **agreed** by the Council.

(f) The memorial garden site plan for Hallgate Cemetery was proposed to councillors (annexed) with a costing available for the December Meeting. Members agreed in principle with a decision to be made then..

(g)

## 10. Holbeach Bank Playing Field

(a) The Chairman of Holbeach Bank Playing Fields reported that the grass cutting had been completed to her satisfaction.

## 11. Planning Applications

(a) The Chairman of Planning reported that all current applications bar three had been commented on up to the meeting and this would be completed by the end of the week. Members were thanked for their input towards the comments.

It was raised that a member of the public had concerns regards the development at Low Lane regards to the access and the impact it was having on the residents there. It was noted that construction vehicles were being parked so as to create an obstruction to traffic joining and leaving the A17. It

was agreed the Clerk would write to LCC and the police regarding the obstructions to the Highway and the residents' concerns.

## 12. Property

(a) The Chairman of Properties report was accepted by the Council. It was brought to Members attention that 2 High Street had become vacant and the shop was not fit to be let under current legislation. It was noted that there was a potential tenant at the moment but the situation could change if the Council dragged their heels, another commented that Holbeach needed the high street back. Councillors were informed that a ball park figure for renovations would be £6-10,000 but if this work was done in a minimal way now it would need to be done again in the short term. It was **agreed** that the Chair of Properties would be able to complete a job spec and put out to tender finishing on 2<sup>nd</sup> December 2018 ready for the next finance meeting. Cllr Hutchinson did note that there were saleable items such as the display cupboards that would help recover some of that cost.

It was noted that the works at Coubro Chambers are progressing well, however there have been additional issues highlighted as the works have gone on. This has meant that to finish it will cost around £2000 to finish. It was **agreed** to allow this funding to complete the works.

## 13. Financial statement and presentation of payments for approval

(a) The Chairman of Finances Report including recommendations of the Finance Working Party of 5<sup>th</sup> November 2018 were duly accepted by the Council. The cheque list of payments totalling £33,071.35 gross was **agreed** by the Council.

(b) The Financial Statement was delivered by the RFO as follows:

### BANK RECONCILIATION AS AT OCTOBER 30TH 2018

#### *BANK ACCOUNTS*

CURRENT ACCOUNT 50494844	£3,025.00
LESS UNPRESENTED CHEQUES	-£22.51
	£3,047.51
BUSINESS SAVER 90915394	£37,125.00
CCLA ACCOUNT	£140,452.69
FIDELITY INVESTMENT	£51,764.49
COIF	£50.00
balance	£232,439.69

#### *CASH BOOK*

BALANCE BROUGHT FORWARD	£128,893.48
ADD RECEIPTS	£261,693.47
	£390,586.95
LESS PAYMENTS	£158,147.26
balance	£232,439.69

**\*UNPRESENTED CHEQUES**

to pay in	-£25.00
credit card	£2.49
direct debit	-£22.51

The RFO reminded Members that the estimates needed to be completed shortly and that only two Members had completed theirs so far.

**14. Staffing Matters** – it was agreed to take in closed session.

Resolutions:

The HR working party report was duly accepted by the Council.

The Facebook Comment Management policy was **agreed** by the Council

The Council requested a monthly meeting be set up between the Clerk and line management to report monthly on working progress under this agenda item.

The proposed Health and Safety option through ELAS was **agreed**.

**15. To decide on the display of politically related items in the noticeboards (Clerk)**

It was raised by the Chairman that a political party had approached the Parish Council to display a notice for a politically motivated event. The Councillors considered the options and **agreed** that politically motivated items were not to be displayed in the Parish noticeboards.

**16. To discuss a contribution towards the tree work required down Sam Mossop's path next to Lawyers Close (Chairman Paul Foyster)**

The Chairman raised the issue that the pathway immediately to the right of Lawyers Close that leads to Farrow Avenue was privately owned and the owner had asked for a contribution towards the upkeep as it was being used as a thoroughfare by local residents. It was highlighted by the RFO that you couldn't make a payment towards one individual according to the NALC rules, including under section 137. It was **agreed** to decline to request to financially contribute towards the project. It was **agreed** to ask the Clerk to contact LCC regarding the state the pathway was in and to seek resolution from Highways to bring it to a good state of repair.

**17. To agree on the Parish Council video recording meetings electronically and publishing them on YouTube (Cllr Kelly Wilson)**

It was noted that this was a way of ensuring that any recording of the Parish meetings were true and unbiased in its editing, as well as another way to engage with the local population and changing habits of residents. It was **agreed** to pursue the recording of the meetings with a proposal to come from the Clerk for the January 2019 meeting.

**18. To agree on whether or not to support the Christmas window competition in town (Cllr Isobel Hutchinson)**

The members discussed the success in engaging the towns businesses with window dressing to attract more foot fall into town from this initiative last year. It was

raised that the local businesses efforts could be demonstrated, with their consent, on the Facebook page. It was **agreed** to contribute £100 towards the initiative.

### **18. Any other business by leave of Chairman**

Cllr G Rudkin raised the point, that there were aspects of the District Council website, regarding Holbeach Parish Council, that were out of date. The Clerk replied that in the time since becoming Clerk there had been a number of updates and improvements but it is a work in progress. The Clerk invited councillors with any suggestions or updates such as the Best Kept Town award updates to send them into the office to be included on the website.

Cllr Hutchinson registered her disappointment that there was no further acknowledgement to the centenary other than the parade that the Parish Council contributed towards. She suggested that there be something to commemorate the 85 residents that lost their lives incorporated into the memorial garden. Members were asked for their suggestions before the December meeting.

Cllr Harrington updated Members that the Millennium Lighting Committee would be erecting the Christmas lights on Sunday the 25<sup>th</sup> November.

Cllr Lomax updated Members that the work at the Nature Reserve had started today following 14 hours of preparation work he had completed, and should be finished by the end of the week.

### **19. Priorities for public communication (Chairman)**

The Chairman informed members that moving forward Members would be invited to raise their priorities for communication to parishioners at each meeting.

### **20. Confirm date and venue of next Parish Council Meeting**

December 10<sup>th</sup> 2018 at the Methodist Church Hall, Albert Walk, Holbeach.

### **21. Agenda items for next meeting**

- Fishpond Lane nature reserve to become a regular agenda item again

The meeting was closed at 20:22 and went on to closed session.

## Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 10<sup>th</sup> December 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:00 following the Public Open Forum.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Terry Harrington, Valery Gemmell, Reet Patchett, Tony Lomax, Isobel Hutchinson, John Spencer, Stephen Johnson and Serena Watts.

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

David Boyce: Clerk  
Chris Seymour: RFO

Chairman Paul Foyster chaired the meeting.

**Open forum** – opened at 19:00.

No questions were posed by the members of the public.

*The open forum closed at 19:01 and the Parish Council meeting started.*

### 1. Apologies

Councillors Rachel Flood, Maureen Male, Arthur Male, Graham Rudkin and Carol Rudkin gave their apologies which were **agreed** by the Council. The press and the police also tendered their apologies to the Council.

### 2. Declarations of Interest

Members were reminded that the declaration of interest book was available at the front of the meeting and Members could sign at any point for anything where they had an interest. No member declared any interests.

### 3. Minutes of previous Meetings

The minutes of the meeting held on 12<sup>th</sup> November 2018 were **agreed** as a true record and signed by the Chairman.

### 4. Clerks report: Vacancies for the Hurn ward (Clerk)

- (a) The Clerk reported that following the resignation of Cllr Emma Armiger the notice period for the request for election had expired on the 9<sup>th</sup> November 2018 and the Council could consider co-opting candidates for vacancies. There was one applicant who, as she was uncontested, was co-opted onto the Council. Miss Millie Howard was asked to sign the Declaration of Acceptance of Office and the dispensation form for audit and issued with the Good Councillor Guide as well as the standing orders, code of

conduct, and Declaration of Personal Interests, then invited to join the meeting.

Members were also informed that Karl Zawisza had resigned and that the Elections team at South Holland District Council were made aware and a notice was circulated. Members were told that there was no need to fill this vacancy as it was within six months of the elections.

#### **4. Police and County Matters**

(a) Cllr Harrington raised how poor he felt it was that there was an assault on a volunteer on Armistice day as well as one towards the volunteers of the Millennium Lighting committee whilst putting up the lights over the distance extension caused by the road being closed, which was agreed to request that the police have presence at such things in the future to improve safeguarding of volunteers.

The Police passed on to report in their absence that there has been a noticed uplift in the amount of burglaries and suspicious activity being seen in the Parish & their advice regards to 'safe spaces' for delivery drivers was to not use these things for presents, food and drink storage and remember to lock all doors and windows during the festive period.

(b) County Councillor Nick Worth reported that he had had an outline meeting with key stake holders regards the William Stukeley Park and will come back with some proposals in the near future.

#### **5. Highways Matters**

(a) The Clerk reported the following road closures:

- From the 25/11/2018 and the 06/01/2019 along High Street from Edinburgh Walk to B1168 Boston Road as and when required for the Christmas lights.
- From the 07/01/2019 to 07/02/2019 for two days in this period Edinburgh Walk from B1515 to Park Road will be closed for essential maintenance works.
- From the 07/01/2019 to 11/01/2019 there will be closures and a speed limit order to 30 mph on the Fen Road for essential maintenance works by Anglian Water.
- From 02/01/2019 to 04/01/2019 at Jiggles Gate in the vicinity of Jekylls Farm there will be closures as and when required for essential maintenance works by Anglian Water.
- From January 2019 for 8 weeks there is a closure of the Leeds Gate Bridge whilst essential repairs are carried out by Highways.

#### **6. Allotments**

(a) As the Chairman of Allotments was on holiday the Clerk reported in his absence that all except three of the allotments had been paid, with final rent demands being issued last week. All dykes and grass has been cut to his satisfaction. The gate at Battlefields Lane allotment needs repairs and a tenant had offered but now couldn't do it so this has been requested onto the works schedule.

## **7. Carters Park, Stukeley Grounds and Parish Playing Fields**

(a) The Chairman of Parks and Playing Fields reported that there was a parks inspection last Thursday in which the citing of the CCTV was agreed with the Working Parks and Cemeteries manager. Cllr Wilson also reported that the play equipment remediation work in Carters Park was well underway and that the pea gravel path next to the football club was being renovated. It was also noted that the Parks team had proposed a children's bike lane and hopscotch be painted onto the tarmac area that used to house the skate park using the two benches from the closed churchyard. It was noted that the wear and tear in the dog run meant that it would be closed from Wednesday the 12<sup>th</sup> December until the weather improves in 2019. Following this, it was suggested that there be an annual inspection in October of the park moving forward.

The recent damage caused by the wind in Carters Park was reported and members were informed that it was made safe and the park opened within 24 hours of the incident. It was requested that the Maple tree be put onto the agenda for next month.

## **8. Cemeteries – Park Road, Hallgate & All Saints Churchyard (Cllr Reet Patchett)**

(a) The Chairman of Cemeteries and Closed Churchyard's report was duly accepted by the Members.

(b) There was no report for the Cemetery Chapels this month.

(c) Memorial inscriptions and burial reserved plots were duly signed as approved as following:

- Curtis memorial Hallgate A51
- Chapman memorial Park Road 183Y
- Bailey burial Park Road 188FF
- Harrison burial Park Road 171X
- Jones burial Park Road 184J

(d) The members were made aware that the Faculty agreement was raised in 1992 for the All Saints Churchyard to extend the cremated remains area in the closed churchyard and that this extended area was the responsibility of the church who could now intern cremated remains here. The members were asked to adopt this faculty properly which was proposed and **agreed**.

(e) The decision on adopting a tree being donated by Cards and More in the Closed Churchyard was deliberated at length by members, discussing citing and long term costs of management. It was **agreed** that the tree may be planted, subject to any necessary Diocese agreements, near the owl sculptures.

## **9. Fishpond Lane Nature Reserve (Cllr Tony Lomax)**

(a) Cllr Lomax reported that the Nature Reserve work was completed this weekend in the new area and the benches are installed. The sculptures are also in and have been promoted on Facebook and the William Stukeley Primary school, Cllr Lomax having attended an assembly.

## **10. Holbeach Bank Playing Field (Cllr Rachel Flood)**

(a) The Chairman of Holbeach Bank Playing Fields reported no new news for the Bank.

(b) The five year RPI linked rent increase from £650.00 to £732.51 was **agreed** by the members.

#### 11. Planning Applications (Cllr Maureen Male)

(a) In the Chairman of Planning's absence the Clerk reported that all current plans had been commented on whilst she was away and thanked members for their continuing comments.

(b) It was **agreed** to challenge every development in the future that hadn't given consideration to the Parish Council for section 106 money.

#### 12. Property (Cllr Isobel Hutchinson)

(a) Chairman of Properties reported that the works to Coubro chambers was completed and some outstanding remediation work was still required

(b) There were two tenders received back from the invites sent and one decline letter. The tenders received were discussed in closed session and it was **agreed** to appoint Hurco Ltd. Three votes against the motion were requested to be recorded from Cllrs Terry Harrington, Tony Lomax and Reet Patchett.

#### 13. Financial statement and presentation of payments for approval (Cllr Paul Brighton)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 3<sup>rd</sup> December 2018 was duly accepted by the council. The cheque transactions totalling £30,701.12 were **agreed** to be paid.

(b) The Financial Statement was **agreed** as below:

##### **BANK ACCOUNTS**

##### CURRENT ACCOUNT

50494844	£3,838.08
LESS UNPRESENTED CHEQUES	£188.98
	£3,649.10
BUSINESS SAVER 90915394	£54,334.91
CCLA ACCOUNT	£90,601.87
FIDELITY INVESTMENT	£51,764.49
COIF	£50.00
balance	£200,400.37

##### **CASH BOOK**

BALANCE BROUGHT FORWARD	£128,893.48
ADD RECEIPTS	£266,121.71
	£395,015.19
LESS PAYMENTS	£194,614.82
balance	£200,400.37

##### \*UNPRESENTED CHEQUES

*credit card* £188.98

*direct debit* £188.98



(c) The grant application from the Scout group for their camping equipment was considered and it was noted that it was in the precept from a previous application. It was **agreed** to pay this grant for the Scout group.

(d) The grant application from the St Polycarps Church was **agreed**.

**14. Staffing Matters** – it was resolved to take in closed session. The staffing report was accepted by the Council. It was agreed to actively pursue an apprentice with Cllrs Paul Foyster and Stephen Johnson to investigate in the New Year.

**15.** There was no other business by leave of the Chairman.

**16.** The four priorities of communication this month were the dog run closure with a notice to go into the noticeboard, the Christmas tree planting, the high level of burglaries being recorded and the grants that were agreed this month.

**17. Confirm date and venue of next Parish Council Meeting**

It was **agreed** to meet on January 14<sup>th</sup> 2019 at Methodist Church Hall, Albert Walk, Holbeach.

**18. Agenda items for next Meeting**

- Maple tree in Carters Park

*The meeting closed at 19:40*

# Minutes of a meeting of Holbeach Parish Council on the 14<sup>th</sup> January 2019

## Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 14<sup>th</sup> January 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:00 following the Public Open Forum.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Terry Harrington, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Isobel Hutchinson, Millie Howard, John Spencer and Stephen Johnson.

One member of the public was also in attendance.

David Boyce: Clerk  
Chris Seymour: RFO

Chairman Paul Foyster chaired the meeting.

### **The meeting opened at 19:01**

#### **1. Apologies**

Councillors Serena Watts, Maureen Male, Arthur Male, Graham Rudkin and Carol Rudkin gave their apologies which were **agreed** by the Council. The Press and County Councillor Nick Worth also offered their apologies.

#### **2. Declarations of Interest**

Members were reminded that the declaration of interest book was available at the front of the meeting and Members could sign at any point for anything where they had an interest.

#### **3. Minutes of previous Meetings**

The minutes of the meeting held on 10<sup>th</sup> December 2018 were **agreed** as a true record and signed by the Chairman.

#### **4. Guest speaker Rodney Grocock to present on Memorial Parades**

Rodney Grocock failed to attend the meeting. In Rodney Grocock's absence, the Open Forum was held.

#### **Open forum – opened at 19:03**

The member of the public asked about a planning item on Penny Hill Road from November 2017 that contained comments relating to a town plan; however there was no town plan. It was also asked who was accountable for ensuring that such a plan was adopted by SHDC. He was responded to with the Chairman of the Council is responsible for the Council and to contact SHDC for further information.

*The open forum closed at 19:05 and the Parish Council meeting started.*

## Minutes of a meeting of Holbeach Parish Council on the 14<sup>th</sup> January 2019

### 5. Police and County Matters

(a) In their absence the Police had not submitted a report. The Members had nothing new to report.

(b) In County Councillor Nick Worth's absence there was no report. It was raised that the top of Fishpond Lane where Chameli is was getting busier and more dangerous with the cars parked outside the cottages, the council was urged to seek a solution with Highways before the Dam Gate developments were built and the area become a rat run. It was requested that this be placed on next month's agenda.

### 6. Highways Matters

(a) The following Road Closures were reported by the Clerk:

- At Further Old Gate on the East side of Cranesgate between 25/02/2019 and 01/03/2019 for essential maintenance works

### 7. Estimates 2018-2019 - Consider and sign precept (RFO)

The RFO confirmed that all Members had received the estimates and budgets. It was noted that, from the Finance Working Party, the initially proposed figure of 18% increase was far too high in these times of austerity and members in that working party fought against rising costs to achieve a rise for the first time in three years of 5%. This was broken down as an approximate figure of £2.80 per year per household on a band D property. The precept figure of £207,770 was **agreed** and the form for SHDC was signed.

Cllr Isobel Hutchinson appealed for a bi monthly update for all chairs to help control spending this year. **Agreed.**

### 8. Allotments (Cllr Graham Rudkin)

(a) In his absence the Chairman of Allotments did not leave a report.

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

(a) Chairman of Parks and Playing Fields reported that there was little new development in the Park except that the zip line had been damaged in the storm but the park team were working on it now to get it recommissioned and the CCTV had been installed. An appeal was put to the Data Protection working party members for someone to help set the cameras up so they can be installed this month.

(b) Due to the nature of the business it was voted to go to closed session. During this session it was **agreed** to instruct a contractor and review the plan for staff training for the longer term following ELAS review of Health and Safety. It was also **agreed** to review the tree and log policy and to place it on the agenda for the February meeting. It was **agreed** here too that the inventory would be checked against the inventory the park staff had sent in and to photograph it all for the purpose of insurance.

(c) The proposed hop scotch and bike track to be painted onto the tarmac site of the previous skate park in Carters Park using the two benches from the All Saints Churchyard was **agreed** by the Council, who thanked staff for sharing the idea.

### 10. Cemeteries – Park Road, All Saints Churchyard and Hallgate (Cllr Reet Patchett)

(a) Chairman of Cemeteries and Closed Churchyard's Report was duly accepted by the Council. It was proposed that it be taken into closed session due to

## Minutes of a meeting of Holbeach Parish Council on the 14<sup>th</sup> January 2019

the data protected within it. It was **agreed** that, due to there being no money for the requested banding machine in this year's precept, the current process would be stuck to of lying down or removing badly damaged headstones. After lengthy discussion, it was also **agreed** to build the wall at the cheapest price offered.

(b) There was nothing to report from the Cemetery Chapels.

(c) Memorial inscriptions and burial reserved plots were presented and approved by the Council.

- Williamson memorial Park Road 160MM
- Kearney burial Park Road 178BB

(d) The members had received the letter sent prior to the meeting and it was agreed to approach the group requesting further information as it was unclear what they were looking for from the letter and to place this item onto next months agenda.

### 11. Holbeach Bank Playing Field (Cllr Rachel Flood)

(a) The Chairman of Holbeach Bank Playing Fields reported that the football club there had worked with the water board to have the remediation work inspected.

### 12. Planning Applications (Cllr Maureen Male)

(a) In Cllr Males absence the Clerk reported that Chairman of Planning had noted all current planning applications were commented on. The Chairman reminded Members that they could comment individually on cases as well as through the Council.

### 13. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that there are discussions being held with a possible tenant for Coubro Chambers refurbished back office, the vacant Office 4 was to be taken up at the end of February and the shops were all now let from end of February following the works being completed.

### 14. To appoint a new representative on the Holbeach United Charities following the resignation of Cllr Valery Gemmell from the committee (Clerk)

Following the resignation of Cllr Valery Gemmell from the Holbeach United Charities board as representative, it was explained that there was a vacancy that needed to be filled. It was proposed and **agreed** that Cllr Isobel Hutchinson would now attend and the Clerk to notify of the decision.

### 15. Financial statement and presentation of payments for approval (Cllr Paul Brighton)

(a) The Chairman of Finance Report from the Working Party of 7<sup>th</sup> January 2019 was duly accepted by the council. The payments totalling £22402.14 were **agreed** by members.

(b) The RFO delivered the Financial Statement was delivered as follows:

CURRENT ACCOUNT 50494844	£2,829.00
LESS UNPRESENTED CHEQUES/PAYMENTS	£988.00
	£1,841.00
BUSINESS SAVER 90915394	£27,186.66

## Minutes of a meeting of Holbeach Parish Council on the 14<sup>th</sup> January 2019

CCLA ACCOUNT		£90,690.96
FIDELITY INVESTMENT		£51,764.49
COIF		£50.00
	balance	£171,533.11
CASH BOOK		
BALANCE BROUGHT FORWARD		£128,893.48
ADD RECEIPTS		£269,114.90
		£398,008.38
LESS PAYMENTS		£226,475.27
	balance	£171,533.11
*UNPRESENTED CHEQUES		
708733	£400.00	
708734	£150.00	
708735	£438.00	
TOTAL	£988.00	

(c) The L.I.V.E.S grant application received was deliberated, it being noted that there was very limited funds left available in the grants budget for this year and it wasn't in the precept. The benefit to the community was highlighted around the table and it was **agreed** that the equivalent of a suit, £398, would be donated to the group.

### 16. To agree to send a letter to SHDC street team regards the regular and persistent fly tipping

Cllr Rachel Flood raised around the volume of public complaints received due to the confusion as a result of changes to collection dates and times for the Christmas period, but also that SHDC had contacted that morning to confirm they were on the case with collecting the rubbish and will pressure wash the area. It was **agreed** to send a letter to SHDC outlining the issue and the key areas of fly tipping being experienced.

### 17. Staffing Matters

It was resolved to take in Closed Session.

From this, it was **agreed** that the Clerk could hire a cleaner for 3 hours a week at Coubro Chambers. It was also **agreed** to place onto next month's agenda the appointing of an employment committee for the apprentice office staff member.

### 18. Any other business by leave of Chairman

Cllr Isobel Hutchinson rose that the Lloyds mobile bank would start shortly and wanted to note that it was due to visit in the Boston Road car park on Tuesdays from 13:30 to 15:00 and Fridays 10:00 to 12:00 and 12:45 to 14:45.

Cllr Tony Lomax informed the council that the viewing area at the Nature Reserve was now open to the public and the competition to name the carvings had over 147 responses from the William Stukeley Primary School and two winners had been chosen who will shortly be invited to come and plant a tree each in the Nature Reserve.

### 19. To agree the media priorities for this month.

These were **agreed** as follows:

1. The setting of the precept press release
2. The Lloyds mobile bank service

## **Minutes of a meeting of Holbeach Parish Council on the 14<sup>th</sup> January 2019**

3. Youngest member in South Holland

### **20. Confirm date and venue of next Parish Council Meeting**

It was **agreed** to meet on February 11<sup>th</sup>, 2019 at Methodist Church Hall, Albert Walk, Holbeach.

### **21. Agenda items for next Meeting**

- Fishpond Lane nature reserve
- The requested matched funding from Holbeach Cemetery Chapels Trust

*The meeting closed at 19:47*

# Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> February 2019

## Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 11<sup>th</sup> February 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19:00 following the Public Open Forum.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Isobel Hutchinson, Carol Rudkin, Graham Rudkin, Maureen Male, Arthur Male, Millie Howard, John Spencer and Stephen Johnson.

Four members of the public, County Councillor Nick Worth and the press were also in attendance.

David Boyce: Clerk  
Chris Seymour: RFO

Chairman Paul Foyster chaired the meeting.

### Open forum

*The open forum opened at 19:00 but there were no comments so the open forum was closed at 19:01*

### The meeting opened at 19:01

#### 1. Apologies

Apologies were received from Serena Watts and Terry Harrington and duly **agreed** by the Council.

#### 2. Declarations of Interest

Members were reminded that the declaration of interest book was available to sign at the front.

#### 3. Minutes of previous Meetings

The minutes of the meeting dated 14<sup>th</sup> January 2019 were duly signed and **approved**.

#### 4. Police and County Matters

- (a) The police sent no report in their absence. Councillor Brighton rose that there were cars parking both sides of Station Road. It was agreed to notify the community wardens.
- (b) County councillor Nick Worth thanked those members that attended the transport strategy meeting and informed members that there should be a report completed on its findings by the end of February, including looking into the Market Hill redevelopment.

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> February 2019

### 5. Highways Matters (Clerk)

(a) The Clerk reported on the following road closures:

- Peartree House Road from the 18/03/19 to 20/03/19 as and when required by BT Open Reach.
- Hallgate (between “The Boundaries and a point 100 metres West) between 11/04/19 to 22/04/19 by Kendray Construction.

(b) It was reported that there was no official road parking measures in place and that this area was becoming a hazard to residents, with the Damgate development being mentioned which was anticipated to further problems with access. It was **agreed** to send a letter to Highways regards the parking situation on Fishpond Lane near Chameli.

### 6. Allotments (Cllr Graham Rudkin)

(a) The Chairman of Allotments reported that the signage into Battlefields allotments had worn considerably and had been requested to be replaced. The gate there had been added to the job list and that there was nothing else to report at this time.

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

(a) Chairman of Parks and Playing Fields report was duly accepted by the Council. The members were informed that the tree would come down this month and there was an item related to this that would be completed in closed session. From this closed session, it was **agreed** to pursue training one member of staff in proper tree management.

### 8. Cemeteries – All Saints, Park Road and Hallgate (Cllr Reet Patchett)

(a) Chairman of Cemeteries and Closed Churchyard’s report was received by the members. It was **agreed** to take the proposals into closed session.

The proposal agreements that were drawn were:

- It was **agreed** to adopt the donated cemetery wall.
- It was **agreed** to reiterate the issued instruction to risk assess all headstones.
- It was **agreed** to hear what banding ratchet options the Working Parks and Cemeteries manager proposes for next meeting, with a request that these options are submitted to the Clerk within two weeks of requesting so that they can be properly deliberated.
- It was **agreed** to complete a clearance of anything outside of the rules at Hallgate cemetery following publication with the notification timescale observed.

(b) The Chair of cemeteries told the members that there was nothing that isn’t an agenda item to report for the Cemetery Chapels.

(c) Memorial inscriptions and burial reserved plots were duly **approved** as follows:

- Bidwell, Hallgate, CRA45
- Venni, Park Road, 171GG
- Ebbage, Park Road, 186H
- Ball, Park Road, 178F
- Newson, Park Road, 179F



## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> February 2019

- Kingston, Hallgate, A53
- Lunn, Park Road, 188G
- Sauntson, Park Road, 178KK

(d) The request for matched funding made by the cemetery chapels committee for up to £1000 was heard by members, with them being reminded that the property belonged to the Parish Council whether the bid funding was achieved by the group or not. It was also noted that the group were unlikely to call upon the motion until early 2020 as their bid wasn't applied for until September. It was **agreed** to send a letter to match fund the legal costs up to £1000.

### 9. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) Chairman of Nature Reserve reported that he had been feeding the ducks twice a week and had acquired some bird boxes to put up ready for the spring time. He would also be conducting some clearance of the brush growth. It was intended that after half term the trees would be planted by the pupils and was just awaiting confirmation.

### 10. Holbeach Bank Playing Field (Cllr Rachel Flood)

(a) Chairman of Holbeach Bank Playing Fields enquired as to when the grass cutting contract was due to start again and was informed that it was in March. No further comments were made

### 11. Planning Applications (Cllr Maureen Male)

(a) The Chairman of Planning reported that all current applications were up to date to the end of the last week and appealed for more comments from members to ensure a better rounded view be delivered from the Council.

### 13. Properties (Cllr Isobel Hutchinson)

(a) The Chairman of Properties report was duly received by the members, including the update that all properties and rooms at Coubro Chambers were let except one which should be ready for let shortly. There was one item raised in closed session. From this, it was **agreed** that Cllr Isobel Hutchinson and Cllr Stephen Johnson explore the areas that were highlighted by the ELAS HR and Health and Safety reviews that they did not cover.

(b) The Members were circulated the proposed plans from the Holbeach United Football Club and it was explained to the Council by the RFO that there was little risk to them if the request was sanctioned as the lands would revert to the Council if the football club folded. It was noted that no funds were requested. It was **agreed** to increase the lease to the 50 year request via an addendum to the current lease. It was also **agreed** to allow the club to pursue the proposed developments.

### 14. Financial statement and presentation of payments for approval (Cllr Paul Brighton)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 4<sup>th</sup> February 2019 was duly accepted by the council. It was **agreed** to pay the cheque register of payments totalling £23,025.21.

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> February 2019

(b) The Financial Statement was read out by the RFO and accepted by the Council.

### BANK RECONCILIATION AS AT JANUARY 31ST 2019

#### BANK ACCOUNTS

CURRENT ACCOUNT 50494844	£3,655.18	
LESS UNPRESENTED CHEQUES/PAYMENTS	£564.30 *	
	£3,090.88	
BUSINESS SAVER 90915394	£38,056.66	
CCLA ACCOUNT	£60,766.71	
FIDELITY INVESTMENT	£51,764.49	
COIF	£50.00	
	balance	£153,728.74 LINE 8

#### CASH BOOK

BALANCE BROUGHT FORWARD	£128,893.48	
ADD RECEIPTS	£276,529.00	
	£405,422.48	
LESS PAYMENTS	£251,693.74	
	balance	£153,728.74 LINE 8

#### \*UNPRESENTED CHEQUES

£0.00

708735      £438.00

#### MONEY

##### TO BE

BANKED                      -£80.00  
credit card                   £206.30

TOTAL                        £564.30

Cllr Hutchinson asked in regard to any budget surplus and was informed had all been used by the grass verge cutting bill.

**15. To deliver the ELAS review of Health and Safety (Clerk)**

The Clerk informed the Council that the health and safety review had now been completed and asked members how they wished to proceed. It was recommended that it went onto the HR working party agenda. **agreed**

**16. To agree the amended Tree and Log policy (Clerk)**

After review, the Council **agreed** to adopt the Tree and Log policy.

**17. To appoint a communications committee**

It was **agreed** to appoint a communications working party, with Cllrs Paul Foyster, Rachel Flood, Stephen Johnson & Millie Howard appointed.

**18. Staffing Matters – resolve to take “In Closed Session**

Those points not already covered where applicable within these minutes are below.

(a) The following members were appointed an employment working party for the Apprentice; Cllrs Millie Howard, Paul Foyster and Stephen Johnson, with executive powers to appoint.

(b) The Clerk was advised that there would be no opposition to him considering taking on the Clerks role at Fleet Parish Council if he so wished.

**19. Any other business by leave of Chairman (Cllr Paul Foyster)**

During this time, Cllr Millie Howard informed members that she had completed the lesson at the University Academy Holbeach that morning with Cllr Stephen Johnson and the Clerk explaining the Parish Councils role in the Community and she believed it went very well.

**20. Confirm date and venue of next Parish Council Meeting**

It was **agreed** to meet on March 11<sup>th</sup>, 2019 at the Methodist Church Hall, Albert Walk, Holbeach following the Annual Parish Meeting and therefore there would be no Open Forum at this meeting.

**21. Agenda items for next Meeting**

There were no items requested at this point, but members were reminded to pass on to the Clerk in good time to have them put onto the agenda for March.

*The meeting closed at 19:34.*

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019

### Holbeach Parish Council

A meeting of Holbeach Parish Council was held on Monday 11<sup>th</sup> March 2019 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 19: following the Annual Parish Meeting.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Rachel Flood, Valery Gemmell, Tony Lomax, Reet Patchett, Isobel Hutchinson, Carol Rudkin, Graham Rudkin, Maureen Male, Arthur Male, Millie Howard, Serena Watts, John Spencer and Stephen Johnson.

Eight members of the public were also in attendance.

David Boyce: Clerk

Chairman Paul Foyster chaired the meeting.

#### Open forum

There was no public forum as the meeting commenced following the annual parish meeting.

*The Parish Council meeting opened at 19:03*

#### 1. Apologies (Clerk)

Apologies were received from Cllr Terry Harrington, County Cllr Nick Worth, the Police, the press and Chris Seymour which were **agreed** by the Members.

#### 2. Declarations of Interest (Clerk)

Members were reminded of the need to sign the book should they have an interest in any topic item and that the book was available throughout the duration of the meeting at the front with the Clerk. No declarations were made at this time.

#### 3. Minutes of previous meeting – 11<sup>th</sup> February 2019

Members duly **agreed** the minutes of the meeting held on 11<sup>th</sup> February 2019.

#### 4. Police and County Matters

(a) The Police in their absence left no report. It was raised in Police matters regarding regular reports of marijuana being smoked in Carters Park and was noted by Cllr Wilson that a multi-agency approach was being taken with the Clerk contacting the police, the community wardens and South Holland District Council. The Clerk noted that for the community wardens to have the powers to eject from the park as well as the Park staff the bye laws would need to be updated to delegate that power and this had been forwarded to their representative.

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019

(b) County Councillor Nick Worth reported in his absence that he was persisting with the Traffic Regulation Orders and had been with the senior traffic officer to Fishpond Lane. He would report to the Parish Council once he had an update and asked for the full list of orders the Parish Council wished to pursue.

### 5. Highways Matters (Clerk)

(a) The Clerk reported the following road closures:

- Park Lane between Edinburgh Walk and Battlefields Lane South from 23/04/19 to 25/04/19 for essential maintenance works by Anglian Water.
- Old Fen Dike between Jiggles Gate and Green Lane from 23/04/19 to 25/04/19 for essential maintenance works by Anglian Water.
- New Road between St Marks Road to Eastern Road from 28/04/19 to 10/05/19 for essential maintenance works.
- St Marks Road between Barge Road Junction to Eastern Road from 28/04/19 to 10/05/19 for essential maintenance works.
- Northons Lane 180 metres North West of Chestnut Avenue from 01/05/19 to 03/05/19 by Anglian Water for essential maintenance works.

Cllr Wilson raised that the pavement on Spalding road had lifted badly causing a major trip hazard and needed to be reported. It was **agreed** to report it to Highways.

### 6. Allotments (Cllr Graham Rudkin)

(a) The Chairman of Allotments reported that the Battlefields Allotment gate was in the process of being repaired by the Park team.

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

(a) The Chairman of Parks and Playing Fields reported that the CCTV had just finished being set up and was ready for installation and that a fixing date for the new play equipment in Carters Park had not yet been received but was being chased. There had been some Anti-Social Behaviour reported by the Parks team which was **agreed** to be taken into closed session. Following deliberation on duty of care options it was **agreed** to purchase high visibility PPE to help the Park team be identifiable to members of the public and give authority behind the powers to eject.

(b) The grass cutting options for Hallgate and Netherfield were raised by Cllr Foyster as an option to bring them back in house from the contractors as the staff cut it outside of the season due to the weather. It was raised that this contained staffing matters and it was **agreed** to take into closed session. Following this it was **agreed** that for the next year the grass cutting situation will be left as is.

### 8. Cemeteries – All Saints, Park Road and Hallgate (Cllr Reet Patchett)

(a) Chairman of Cemeteries and Closed Churchyard's Report

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

- Memorial, Sauntson, Park Road, 178KK

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019

- Memorial, Stevenson, Park Road, 172BB
- Memorial, Kendrick, Park Road, 188W
- Memorial, Butcher, Park Road, 183Z
- Memorial & Burial, Adams, Park Road, CRD8
- Memorial, Kingston, Hallgate, A53
- Memorial, Powley, Hallgate, A124
- Memorial, Cousins, Park Road, 189CC
- Memorial, Wiles, Hallgate, A127
- Memorial & Burial, Bidwell, Hallgate, CRA45
- Burial, Buckley, Hallgate, A149
- Reservation, Rippon, Park Road, 146KK
- Reservation, Andrews, Park Road, 180U
- Reservation, Tidman, Park Road, 179U

### 9. Fishpond Lane Nature Reserve (Cllr Tony Lomax)

(a) Chairman of the Nature Reserve reported that the Lincolnshire Wildlife Trust had met with him down at the nature reserve to discuss getting a biodiversity survey completed with a grant to then aid future work into promoting a more diverse wildlife at the reserve.

### 11. Holbeach Bank Playing Field (Cllr Rachel Flood)

(a) The Chairman of Holbeach Bank Playing Fields had nothing new to report.

(b) The Chairman of Holbeach Bank Playing Field requested permission on behalf of the football club in line with their lease to be able to apply for grants for a new door and steel shutters on the pavilion. It was **agreed** to allow permission and send them a letter confirming as such.

### 12. Planning Applications (Cllr Maureen Male)

(a) The Chairman of Planning reported that comments were all up to date and thanked members for their contributions towards this.

It was noted at this point about the consultation from Lincolnshire County Council

(b) It was deliberated regards to the increasing pressures the town is facing with parking, particularly when there are football matches on down Park Road and with the upcoming development of new residential units at the Chequers pub site. It was **agreed** to send a letter to SHDC requesting a trial period of three months of keeping the Boston Road side of the car park open 24/7 and for the Parish Council to assess to see if further opening or whether it works or not after three months. One member rose around residents receiving tickets on Sundays and was covered with another member that the restrictions are lifted Sundays and residents affected should contest those tickets.

### 13. Property (Cllr Isobel Hutchinson)

(a) The Chairman of Properties reported that all units were let and the leases were being finalised. There was still one office available that required renovation and would be advertised shortly after the works were completed.

(b) It was **agreed** to take into closed session. Here it was **agreed** that the contractor is appointed on a three month probation for two hours on a Monday

## Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019

and the litter picker that applied to do one hour at the end of the week on a three month probation.

### 14. Financial statement and presentation of payments for approval (Cllr Paul Brighton)

(a) The Chairman of Finance Report including recommendations of Finance Working Party of 4<sup>th</sup> March 2019 was accepted by the Council. One member raised about the volume of weed killer that had been bought was felt excessive and the storage was questioned. It was **agreed** to find out more information to pass on to the Council and to cover the COSHH of the storage with the health and safety review. It was **agreed** to put a financial control in place which was to limit any orders on account to £500 for the Working Parks and Cemeteries manager before referring it to the Clerk who has up to £1000 discretion before the expenditure has to come to full council, with the exception of an emergency where the relevant chair gets to second the decision up to the tender amount. The cheque list totalling £21,723.23 was **agreed** by the Council.

(b) Financial Statement was delivered and agreed by the Council as follows;

#### BANK RECONCILIATION AS AT FEBRUARY 28TH 2019

##### BANK ACCOUNTS

CURRENT ACCOUNT 50494844	£3,130.88
LESS UNPRESENTED CHEQUES/PAYMENTS	-£395.00
	£3,525.88
BUSINESS SAVER 90915394	£46,072.37
CCLA ACCOUNT	£30,871.98
FIDELITY INVESTMENT	£51,764.49
COIF	£50.00
balance	£132,284.72

##### CASH BOOK

BALANCE BROUGHT FORWARD	£128,893.48
ADD RECEIPTS	£279,352.39
	£408,245.87
LESS PAYMENTS	£275,961.15
balance	£132,284.72

##### \*UNPRESENTED CHEQUES

##### MONEY

##### TO BE

BANKED -£395.00

(c) The item was taken into closed session and **agreed** NALC cost of living and pension regulation increases.

### 15. Staffing Matters – resolve to take “In Closed Session”

(a) It was **agreed** to appoint the Clerk as Coubro fire marshal.

(b) It was **agreed** to appoint the Clerk as Coubro first aider.

(c) It was **agreed** to award the NALC salary awards.

## **Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019**

The other agreements under closed session were:

- It was **agreed** to order high visibility Council PPE for all outdoor staff to ensure that they were highly visible and clearly employed by the Parish Council.
- It was **agreed** to refer the issues of powers of eject to the HR working party.
- It was **agreed** to seek legal advice from an accountant and a solicitor.

### **16. To adopt the Discover Holbeach trail from the Holbeach Action Group (Cllr Isobel Hutchinson)**

Cllr Hutchinson explained to members that she had been working on a Discover Holbeach trail with the intention of supporting local businesses as well as raising the profile of Holbeach for prospective tourists. The trail had been put together and needed to be adopted so that it could live on and have the necessary rights to put the signs up etc. It was **agreed** that Holbeach Parish Council would adopt the Discover Holbeach trail.

### **17. To appoint a Chair and Vice Chair of Health and Safety (Cllr Paul Brighton)**

Cllr Brighton made members aware that there was a legal duty for an appointed person for health and safety for the policy to be properly adopted. It was proposed and **agreed** that Cllr Isobel Hutchinson would be the health and safety chair with Cllr Serena Watts as vice chair. A meeting would be held to review the ELAS documents received.

### **18. PR Working Party (Cllr Stephen Johnson)**

- (a) The PR working party report was accepted by the Council.
- (b) It was **agreed** to use the NALC issued promotional items for the purpose of attracting new councillors.
- (c) It was **agreed** to hold an open day and for members to propose their availability so that this could be organised in time for the nomination period.
- (b) It was **agreed** that the PR working party would have executive powers over the Facebook page, with the controls in place that no one individual would post without at least one other members approval and with the first three months having all posts run by the Clerk in the first instance before posting.

### **19. Any other business by leave of Chairman**

There was no other business raised by members.

### **20. Confirm date and venue of next Parish Council Meeting**

It was **agreed** to meet on April 8<sup>th</sup> 2018 at Methodist Church Hall, Albert Walk, Holbeach.

### **21. Agenda items for next Meeting**

No other items were proposed by members



**Minutes of a meeting of Holbeach Parish Council on the 11<sup>th</sup> March 2019**

*The meeting closed at 19:55*

# Minutes of a meeting of Holbeach Parish Council on the 21<sup>st</sup> March 2019

## Holbeach Parish Council

An extraordinary meeting of Holbeach Parish Council was held on Monday 21<sup>st</sup> March 2019 at the Coubro Chambers, 11 West End, Holbeach commencing at 19:00.

**Present:** Councillors: Paul Foyster, Paul Brighton, Kelly Wilson, Rachel Flood, Tony Lomax, Reet Patchett, Isobel Hutchinson, Carol Rudkin, Graham Rudkin, Millie Howard, John Spencer and Stephen Johnson.

No members of the public were also in attendance.

David Boyce: Clerk

Chairman Paul Foyster chaired the meeting.

### Open forum

There was no public forum.

*The Parish Council meeting opened at 19:03*

### 1. Apologies (Clerk)

Members received apologies from Cllrs Terry Harrington, Maureen Male, Arthur Male, Valery Gemmell and Serena Watts and were agreed by the Council.

### 2. Declarations of Interest

Members were reminded of the need to sign the book which was located at the front of the meeting should they have an interest. They were made aware that they could declare an interest at any point in the meeting.

### 3. Minutes of previous Meetings – 11<sup>th</sup> March 2019

The minutes of the meeting held on 11<sup>th</sup> March 2019 were moved to be approved at the April meeting with the minutes of this meeting.

### 4. To agree the Health and Safety policy

The policy, including all working documents had been sent to members from ELAS and was made available to Members during the meeting in a hard copy folder. The policy was **agreed** by the Council.

### 5. To agree on adopting the updated ELAS HR policies and handbook

The members were sent all the updated policies following the ELAS review of the HR policies written by the HR working party. The policies and handbook were **agreed** by the members.

## **Minutes of a meeting of Holbeach Parish Council on the 21<sup>st</sup> March 2019**

### **6. To agree on a Letter of Support for the Expression of Interest for SHDC**

Members were told by the Chairman that this was not monies available but a grant application. Members **agreed** to express interest in the application opportunity and to send a letter to the Chief Executive of SHDC.

### **7. To agree on a response to the open spaces request from SHDC**

The Councillors were told by the Chairman that section 106 payments had changed and that this could appear to be dumping of unwanted orphan sites by South Holland District Council. Cllr G Rudkin asked how their maintenance was proposed to be funded. Cllr Johnson explained that many new developments have a properly set up lease agreement and pay into a pot to maintain them but there were some older ones that slipped through the net. A motion was raised and **agreed** by members to write to them to express an interest in being able to be involved in the review of existing orphaned open spaces as well as to be involved in any section 106 conversations in the future with regards to developments being considered.

### **8. Agenda items for next Meeting**

Members were invited to pass motions for the following months meeting to the Clerk to be placed onto the agenda. No agenda items were offered at this time.

*The meeting closed at 19:18*