

## **Holbeach Parish Council**

The Annual General Meeting of Holbeach Parish Council was held on Monday 8<sup>th</sup> May 2017 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, Martin Howard, Maureen and Arthur Male, , Paul Brighton, John Spencer, Kelly Wilson, Terry Harrington, Rita Rudkin, Rachel Flood, Kay Piccaver, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, , and Emma Armiger

Chris Seymour: Clerk.

Teresa Daisley: Deputy Clerk

And one member of the public was in attendance

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

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

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

Councillor Paul Foyster was duly elected as Vice Chairman for the ensuing year. **Agreed**

### **3. Apologies**

Councillors Julie Barker, Paul Gunn, the Press and County Councillor Nick Worth had sent their apologies..

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

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

(a) Cemeteries and Closed Churchyard and Deputy:

Chairman: Councillor Kay Piccaver and Deputy Councillor Kelly Wilson.

(b) Cemetery Chapels and Conservation:

Councillor Kay Piccaver

(c) Parks and Playing Fields and Deputy:

Chairman: Councillor Paul Foyster and Deputy Councillor Kelly Wilson

(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 Committees

## **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.

**6. Minutes of the previous meeting.** The minutes of the previous meeting held on 10<sup>th</sup> April 2017, as circulated were approved and signed by Councillor Martin Howard, as the Chairman, as a true and accurate record. **Agreed.**

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

(a). Police: in the absence of the Police, Councillor Kelly Wilson informed Members that needles had been found in Carters Park, near the sand pit, which she had reported to the Police and asked that the staff be made aware for their safety also. **Agreed.** The Deputy Clerk stated that 'sharps boxes, were available for the staff.

(b). County Matters: In County Councillor Nick Worth's absence, Councillor Carol Rudkin informed Members that the grass cutting of verges had been reduced to twice per year, but many members of the public were unaware and proposed that County Councillor Nick Worth be contacted to highlight the problem. **Agreed.** Councillor Carol Rudkin volunteered to inform Members what of what areas the district and County Councils were responsible for.

(c) Fly Tipping Problems- Councillor Rita Rudkin reported on an area of fly tipping near Barrington Gate with black sacks being thrown in the drain. It was proposed and **agreed** that a letter be sent to SHIDB and the Housing association to ascertain ownership and ask for it to be placed so that the District Council could collect it.

## **8. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting of highway disruption on the A17/A151 with the improvement scheme at Peppermint Junction for ten months commencing that day, 8<sup>th</sup> May 2017

**9. Allotments:** Councillor Graham Rudkin reported that due to illness three garden allotments had become available at the Battlefields Lane Site. He also reported that all but three allotment rents had been received and reminders would be sent during the coming week.

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

(a) Councillor Paul Foyster informed Members that there had been some vandalism to the new exercise equipment, with the information board snapped off and thrown into the bowls club area, and the protection caps for the equipment removed and strewn in various parts of the park and informed Members that he was looking at the possibility of installing a self-contained CCTV system.

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

(a) Councillor Martin Howard reported that work on the tree of Lebanon would be started as soon as possible, awaiting final permission from South Holland District Council Planning Department.

Councillor Kay Piccaver informed Members that she had been monitoring Hallgate Cemetery, and there were a few small jobs that needed doing, which she had discussed with the Clerk.

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

M J Coates – Additional Inscription for late Kenneth Angel - Hallgate Cemetery  
M J Coates – Additional Inscription for late Christine Parsons – Park Road Cemetery  
Richard King- Memorial to late Mary Murphy- Park Road Cemetery  
Mowton Memorial Company- Memorial to late Margaret Turner- Hallgate Cemetery  
William Kent Memorials – Additional Inscription for late Everett Dawson

(d) Cemetery Chapels: Councillor Martin Howard had nothing to report on this matter. It was noted that the Cemetery Chapel Trust had requested that some holly trees be removed from near some graves. Councillor Isobel Hutchinson expressed some concern that the original remit of the Trust was regarding the re-generation of the actual Chapels, whereas most of the work seems to be with organising walks around the cemetery, and similar events and proposed that a meeting be arranged with them to make clear what their remit was, including if necessary to see that all risk assessments were in place, insurance etc. before these events take place.

**Agreed.**

**12. Closed Churchyard:**

Councillor Graham Rudkin informed Members that a new area had been established for the old seats, once the new seats had been installed. He also reported that the new fence was expected to be installed that week and that the picnic table was in place and being used.

**13. Holbeach Bank Playing Field:** Councillor Rachel Flood informed Members that she had reported to the Clerk regarding red cross's and tags placed on some of the tress in the playing field and that he was investigating.

**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

(b) Letter from D Brown ref Wignals Gate development. Councillor Isobel Hutchinson informed Members that personally she felt that that particular parcel of land was unlikely to be used for anything other than building, and that the plans did offer a lot of green space and they were liaising with the Parish Council, and thought that it would be unfair to refuse when others were going ahead.

Councillors Carol and Graham Rudkin also stated that they liked the proposal as it was proposed to create a woodland area.

Councillor Paul Foyster informed Members that he understood that the only complaints were from people who lived close to the area.

It was **agreed** that all Members should inform Councillor Maureen Male of their opinions individually and she would collate and make appropriate comment.

(c) Brindle Path – Damgate Road to Branches Lane- Councillor Val Gemmell informed Members that she was concerned about losing this as a right of way. A discussion took place regarding which part was actually within the Parish and it was agreed that Councillor Rita Rudkin would try and find a map that she had with public footpaths marked for discussion at future meeting.

**15. Property:**

Councillor Emma had nothing to report. Councillor Carol Rudkin stated that Wignals Gate bus shelter needed some tidying up and some repairs.

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

(a) Councillor Paul Brighton presented the Cheques for payment of £13450.91 as per Annexed. **Agreed.**

Councillor Brighton explained to Members the proposals he and the Clerk had received from Messrs Bingham & Woods, Financial Advisors, regarding the investment of some of the reserves to enable a better return on capital, their recommendation was to invest £50,000 in two separate funds Architas MA Passive Moderate D Account and Vanguard Life Strategy 40% Equity Account. It was proposed and **agreed** to accept these recommendations as they offered a far better return for the ratepayers. They also recommended transferring the majority of the balance into a CCLA Public Sector Investment Fund which would typically return 0.4% as opposed to the holding account at Barclays which currently returns 0.05%. It was proposed and **agreed** to accept these recommendations as they also offered a far better benefit for the ratepayer

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

**HOLBEACH PARISH COUNCIL 2017-18  
BANK RECONCILIATION AS AT 30<sup>th</sup> APRIL 2017  
BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	5101.89
LESS UNPRESENTED CHEQUES	<u>353.48 *</u>
	4748.41
BUSINESS SAVER 90915394	88500.00
COIF	<u>50.00</u>
	94382.92
<b>CASH BOOK</b>	
BALANCE BROUGHT FORWARD	94383..92
ADD RECEIPTS	<u>20752.52</u>
	115135.44
LESS PAYMENTS	<u>21837.03</u>
	93298.41

**\*UNPRESENTED CHEQUES**

708398	29.99
708439	36.00
708443	23.00

708446	18.00
Credit card	<u>246.49</u>
Total	353.48 *

(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) To Approve holding funds from Holbeach Ladies for Holbeach Tigers Social Club until required: The Clerk informed Members that he had received a request from Holbeach Ladies, who had raised a sum of money towards the refurbishment of Holbeach Tigers Social Club, for the Parish Council to hold the funds until required by the Club, as per the previous year. **Agreed.**

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

**18. Best Kept Village Competition:** The Clerk informed Members that he had sent off the application forms for Holbeach Town, St Marks and St Johns. Councillor Rachel Flood informed Members that she had been in discussion with the Clerk and they had decided not to enter Holbeach Hurn and Holbeach Bank this year as quite a lot of work was needed and planned.

**19. Any other business by leave of Chairman:** Councillor Kelly Wilson informed Members that she had written to LCC Highways with a petition by 500+ requesting a 30mph speed restriction along Spalding Road, Holbeach, with particular concern around The William Stukeley School.

Councillor Terry Harrington thanked the outgoing Chairman for her time in the Chair.

Councillor Carol Rudkin informed Members that Holbeach in Bloom had repainted the sign and beacon at Wignals Gate.

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

June 12th 2017, Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**Public Footpath- Val Gemmell**

**Signage – Spalding Road**

**The meeting ended and closed at 8.28pm.**

Chairman.....

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 12<sup>th</sup> June 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.01pm following the Public Open Forum

**Present:** Councillors: Isobel Hutchinson, Maureen and Arthur Male, Paul Brighton, John Spencer, Kelly Wilson, Terry Harrington, Rachel Flood, Kay Piccaver, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, , Emma Armiger, Julie Barker, and Paul Gunn.

Chris Seymour: Clerk.

The Press, Police, County Councillor Nick Worth, District Councillors Francis Biggadike and Tracey Carter.

No members of the public were in attendance;

*The Vice Chairman, Councillor Paul Foyster chaired the meeting in Councillor Martin Howard's absence.*

### **1. Apologies**

Councillors Martin Howard, and Rita Rudkin, had sent their apologies...

### **2. 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.

**3. Minutes of the previous meeting.** The minutes of the previous meeting held on 8<sup>th</sup> May 2017, as circulated were approved and signed by Councillor Paul Foyster, as the Vice Chairman, as a true and accurate record. **Agreed.**

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

(a). Police: The Police informed members that there had been a spate of burglaries involving breaking into key code boxes in the nearby vicinity and advised that any keys be removed by residents, if not in use. The Police also advised that instances of theft of heating oil from properties and items removed from vehicles had been reported. Members had no questions for the Police.

(b). County Matters: County Councillor Nick Worth informed Members that following requests, he was investigating the possibility of amending parking restrictions along



Back Lane in Holbeach, which was causing problems for residents unable to park near their homes.

#### **5. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting of speed limit order in place at A151 Welbourne Lane South and A17 mill Lane to Penny Hill Road between 8/5/17 and 22/12/17 for both 30mph and 40mph at different times.

(b) The Vice Chairman informed Members of the offer from SHDC regarding the cutting of Highway Grass Verges, ( previously circulated) at a cost of £4791, with a minimum of at least seven extra cuts, following the decision by LCC to remove it from their budget. Councillor Isobel Hutchinson, whilst stating that she personally did not like the idea of paying for it out of Parish Council finances, she proposed that as a one off for this year to accept the offer, but to review it as well as other contracted and in house grass cutting at the end of the season, before making additional decisions and completing the precept budgeting process. **Agreed.**

(c) Signage –Spalding Road. Councillor Kelly Wilson informed Members that the signage for the William Stukeley School on Spalding Road was not adequate or clearly visible, obscured by trees from Stukeley Grounds and opposite Mossop and Bowers. County Councillor Nick Worth proffered to take the matter up with LCC. **Agreed.**

Councillor Graham Rudkin requested that the Parish Councils 'Speed Awareness' camera be placed along Spalding Road again, **Agreed.**

(d) Fly Tipping Problems- Councillor Carol Rudkin reported that the fly tipping problem along Barrington Gate would be removed in the near future by a local farmer.....

**6. Allotments:** Councillor Graham Rudkin reported that there had been instances of fly tipping at the Battlefields Lane site, and that he had removed it. He also reported that all allotment rents had been paid, the three garden allotments that had been given up due to ill health had now been re-let and finally sought a date for the annual allotment inspection. It was **agreed** to decide this at the July meeting.

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

(a) Councillor Paul Foyster informed Members that there were no major problems he was aware of concerning Carters Park, but reported that there had been some vandalism in Stukeley Grounds, with a litter bin ripped from the ground and destroyed, and asked the Police to monitor the situation in the grounds. Councillor Foyster also confirmed that both damaged manhole covers had been replaced in the Parish Playing Field.

Councillor Rachel Flood asked for the benches in Carters Park to be painted, low branches along the path to be trimmed and for the grass to be strimmed around the fitness equipment.

Councillor Kelly Wilson informed Members that Tesco's had confirmed 'Friends of Holbeach Parks' application for their forthcoming grants award had been accepted for the July /August award, and any monies received would be spent on Basket Swings for Carters Park.

(b) Picnic Benches: Councillor Foyster proposed that a picnic bench be purchased for Carters Park following the success of placing of one in the Closed Churchyard by Holbeach in Bloom. The position would be agreed at a later date. **Agreed.**

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

(a) Councillor Kay Piccaver reported that we were still waiting for a date from the contractor for the work on the Tree of Lebanon; she also reported that she had noted any works that needed attention to the Clerk. Councillor Piccaver informed Members that she was looking into the possibility to the erection of a Memorial Wall at Hallgate Cemetery and was researching costs and grants available at present.

Councillor Carol Rudkin asked if the fence and bier at Hallgate could be painted and if the weeds outside of Park Road Cemetery could be sprayed.

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

M J Coates – Memorial for late John Blom - Hallgate Cemetery

M J Coates – Memorial for late Paul Mark Merillion – Park Road Cemetery

(d) Cemetery Chapels: Councillor Kay Piccaver reported that she had met with the Cemetery Chapel Trust, who was currently in the process of organising a research group and graveyard mapping; they would keep the Parish Council informed of their activities.

### **9. Closed Churchyard:**

Councillor Kay Piccaver had nothing to report on this

Councillor Graham Rudkin, of Holbeach in Bloom, informed Members that planned improvements would be complete by the end of the month, with just the new benches and relocating of the older ones to take place.

**10. Holbeach Bank Playing Field:** Councillor Rachel Flood informed Members that work on the pavilion was going well and should be completed by the end of June.

### **11. Planning Applications:**

(a) Councillor Maureen Male reported that all current applications had been commented on where appropriate. Councillor Male stated that she was not happy in the fact that Members failed to send her their comments, only the same few sent them and that meant that she was only able to make comments on those who submitted opinions

(c) Brindle Path – Damgate Road to Branches Lane- Councillor Val Gemmell had nothing further to report.

## **12. Property:**

(a) Councillor Isobel Hutchinson reported that she had plans to tidy up and paint the Wignals Gate bus shelter with artwork and the arched area near the Market Hill building to make it more attractive to the town.

(b) The Clerk reported that he had received no tenders for the painting of the front of Coubro Chambers, despite send out ten letters of invitation to tender.(three had replied with thanks for the invitation ,but they were fully booked) It was proposed to approach other trades people for a firm price and authorise the work, if reasonable.

**Agreed**

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

(a) Councillor Paul Brighton presented the Cheques for payment of £68,484.22, which included the movement of £50,000.00 to a Fidelity Investment Account, as per Annexed. **Agreed.**

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

### **HOLBEACH PARISH COUNCIL 2017-18 BANK RECONCILIATION AS AT 31<sup>th</sup> MAY 2017 BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	2163.74
LESS UNPRESENTED CHEQUES	<u>290.01</u> *
	1873.73
BUSINESS SAVER 90915394	282330.47
COIF	<u>50.00</u>
	284254.20
<b>CASH BOOK</b>	
BALANCE BROUGHT FORWARD	94383..92
ADD RECEIPTS	<u>226496.54</u>
	320879.46
LESS PAYMENTS	<u>36175.26</u>

284254.20

\*UNPRESENTED CHEQUES

708439	36.00
708466	40.00
Credit card	<u>214.01</u>
Total	290.01 *

(c) Standing Orders: the Chairman of Finance informed Members that these remained the same as last year, but needed approval again as per legislation. **Agreed.**

(d) Financial Regulations: The Chairman of Finance informed Members that these remained the same as last year, but needed approval again as per legislation. **Agreed.**

(e) Financial Risk assessment: the Chairman of Finance informed Members that these remained the same as last year, but needed approval again as per legislation. **Agreed.**

(f) Internal Financial Controls: the Chairman of Finance informed Members that these remained the same as last year, but needed approval again as per legislation. **Agreed .**

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

**15. Decision Making:** Councillor Paul Foyster stated that he was anxious that, as with planning, dealing with e-mails and responding, items were rolling over from one meeting to another, and while not wanting to make any decisions outside the Council Chamber and enquired as to what could be done to make Members more aware and able to make informed decisions at a meeting.

Councillor Isobel Hutchinson proposed that any Member that wished to include an agenda item, they should investigate, gather all relevant information and let the Clerk distribute that information prior to the meeting to allow members to digest it fully before committing their opinion. **Agreed.**

Councillor Foyster clarified that this was not to avoid any transparency whatsoever, and no suggestion that decisions would be made outside the Council Chamber..

**16. Any other business by leave of Chairman:** Councillor isobel Hutchinson informed Members that she was involved in a meeting, which included County Councillor Nick Worth and District Councillor Tracey Carter to try and help trading issues within the Town, with the intention of becoming an Action Committee. Some

plans had been initiated , Artwork on empty premises to make look more attractive and the holding a Saturday Market along Church Street, once a month, with the dates of the first one being on 29<sup>th</sup> July and then 19<sup>th</sup> August and 23<sup>rd</sup> September, subject to approval by SHDC.

A shop frontage improvement scheme would be looked at on a future date.

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

July 10th 2017, Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**The meeting ended and closed at 7.55pm.**

Chairman.....

**Holbeach Parish Council**

An Extra Ordinary Meeting of Holbeach Parish Council was held on Monday 26<sup>th</sup> June 2017 at Coubro Chambers, West End, Holbeach, commencing at 7.00 pm.

**Present:**

Councillors, Paul Foyster, Paul Brighton, Terry Harrington, Carol Rudkin, Graham Rudkin, Martin Howard, John Spencer, Maureen Male, Arthur Male, Julie Barker, , and Isobel Hutchinson

Chris Seymour: Clerk.

**1. Apologies:**

Councillors Kelly Wilson, Emma Armiger, Kay Piccaver, Rachel Flood, Paul Gunn, Rita Rudkin and Val Gemmell had sent their apologies..

**2. 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.

**3. Staffing Matters:**

It was resolved to go 'In Committee' **Agreed.**

**The meeting ended at approximately 7.01 p.m.**

**The Parish Council went "Into Committee".**

Chairman.....

## Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 10<sup>th</sup> July 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.01 pm following the Public Open Forum

**Present:** Councillors: Martin Howard, Isobel Hutchinson, Maureen and Arthur Male, Paul Brighton, John Spencer, Kelly Wilson, Rita Rudkin, Terry Harrington, Kay Piccaver, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, Emma Armiger, Julie Barker, and Paul Gunn.

County Councillor Nick Worth and one member of the public were in attendance;

Chris Seymour: Clerk

Teresa Daisley: Deputy Clerk.

### 1. Apologies.

Councillors Rachel Flood, Kay Piccaver and Winston Brown of the Press had offered their apologies.

### 2. 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.

**3. Minutes of the previous meeting.** The minutes of the previous Parish Council Meeting held on Monday 12<sup>th</sup> June 2017 and the minutes of the Extra Ordinary Meeting 26<sup>th</sup> June 2017, as circulated were amended to the correct date and Councillor Maureen Male requested that the last two lines of item eleven on the 12<sup>th</sup> June be deleted, Councillor Terry Harrington proposed they be amended and approved and signed by Councillor Martin Howard as Chairman, as a true and accurate record. **Agreed.**

### 4. Police Matters and County Matters:

(a). Police Matters: In the Police's absence Councillor Isobel Hutchinson requested that the Police be notified of the dangerous parking on the bend near the mill, near Barrington Gate/ Station Street, opposite the new houses.

Councillor Paul Brighton asked that they be notified of several cars parking the opposite way to the flow of traffic at night, which was dangerous.

Councillor Val Gemmell asked that they be notified of 'school' parking along Park Lane that was causing hold ups.

The Clerk to inform the Police. **Agreed.**

(b). County Matters: County Councillor Nick Worth informed Members of the road restrictions regarding A151/A17/ Peppermint Junction that was planned to be completed during the school holidays.

Councillor Paul Gunn asked County Councillor Worth about any progress on changes to the parking on Back Lane, Councillor Worth replied that he had asked the Highways Department to review the situation.

## **5. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting of road closures to the A17 scheme: A17/A151 Peppermint Junction between the dates of 24 July – 2 August for nine nights from 19:00 hours to 06.00 hours the following day and again to the A17 scheme for Peppermint Junction between the dates of 24 July – 4 September 2017 for a period of six weeks of 24 hour closure.

### **(b) Town Action Group – Shop Front Scheme**

Councillor Isobel Hutchinson had circulated a report (**annexed**) to Members in which she advised a newly formed Committee had been founded which comprised of County, District and Parish Councillors with the aim of working on projects which would enhance the town and promote trade. A vinyl covering had been placed on the dilapidated takeaway widow, near the Chequers to improve its appearance, the first market had been organised for the 29<sup>th</sup> July. The next meeting of the Action Group was planned for the evening of the 14<sup>th</sup> July. She also informed Members that she had been approached by someone who was looking to hold an arts project in Carters Park in October with the view to smarten some areas up.

(c) Proposal to make a donation to Shop Front Scheme, Councillor Hutchinson proposed that the Parish Council match the donation made by two of the district Councillors of £2000.

Councillor Terry Harrington proposed that as this amount was not allowed for in the precept, a grant of £1000 be made with the provision of an additional £1000 later in the year, if funds allowed or in the budget for the next year. **Agreed.**

## **6. Allotments:**

Councillor Graham Rudkin had nothing to report and proposed that due to his commitments the Allotment Inspection be postponed until August. **Agreed.**

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

Councillor Paul Foyster informed Members that the Food festival held in Carters Park had been extremely successful and congratulated the organisers.

Councillor Kelly Wilson had completed painting of the benches and lampposts in Stukeley Grounds, which had greatly improved the appearance.



## 8. Cemeteries- Park Road & Hallgate:

(a) In Councillor Kay Piccaver's absence the Clerk reported that the work on the tree of Lebanon, in Park Road Cemetery would commence on Monday 17<sup>th</sup> July.

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

Holbeach Memorial Company – Memorial for late Pamela Waterfall – Hallgate Cemetery

Holbeach Memorial Company – Memorial for late Peter Day – Park Road

M.J. Coates – Memorial for late Kevin Frederick Moore – Park Road

Lincolnshire Co-Op – Memorial for late Barbara Madeleine Totteridge

(c) Cemetery Chapels: Nothing to report

(d) Review of Cemetery Charges: Councillor Paul Brighton informed members that a review of the Cemetery Charges had taken place at the financial Working Party meeting, with comparisons made with charges made by nearby villages and towns and the recommendations from that meeting were:

1. Exclusive right of burial, increase from £60 to £80.
2. Internment of Person aged 16 years or over increased from £100 to £120. (Age increased from 12 years to 16 years).
3. Interment of Child, no Change
4. Internment of Stillborn no change
5. Internment of Ashes/Cremated remains, increase from £45 to £60.
6. Search Fee, no change
7. Headstone, increase from £50 to £70.
8. Vase, no change.
9. Tablet on grave, increase from £50 to £70.
10. Additional Inscription, increase from £10 to £60.

Councillor Brighton explained that these increases, while large percentagewise in some cases, was below the average and they had not been increased for some time.

It was proposed and **agreed** to amend the charges as from 1<sup>st</sup> August 2017

## 9. Closed Churchyard:

Councillor Graham Rudkin informed Members that the majority of the work planned by Holbeach in Bloom had been completed, slightly over the budget from the Tesco grant, but the deficit would be picked up by Holbeach in Bloom.

**10. Holbeach Bank Playing Field:**

Nothing to report.

**11. Planning Applications:**

(a) Councillor Maureen Male reported that all current applications had been commented on where appropriate up to the previous fortnight; the remainder would be completed this week, and asked for Members comments to continue being sent to her.

Councillor Arthur Male explained to members that a reason to object to a plan had to be a specific reason, such as an impact on flooding etc.

**12. Property:**

(a) Councillor Isobel Hutchinson reported that a painting project had been started on the Wignals Gate bus shelter. She also reported that she would be arranging a meeting with the Town Band within the next six weeks to determine what actions to take before the two year extension of the lease expires.

**13. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the cheques for payment of £12,442.98, as per Annexed. **Agreed.**

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

**HOLBEACH PARISH COUNCIL** **2017-  
2018**

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT 30TH JUNE 2017**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3333.60	
LESS UNPRESENTED CHEQUES	1018.16	*
	<hr/>	
	2315.44	
BUSINESS SAVER 90915394	218459.16	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	<hr/>	

270824.60 LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	<u>232241.14</u>	
	326624.06	
LESS PAYMENTS	<u>55799.46</u>	
	270824.60	LINE 8

**\*UNPRESENTED CHEQUES**

708466	40.00
708456	36.00
708493	96.64
708500	71.25
708501	23.00
708507	69.75
708509	38.45
708510	351.60

credit card 291.47

total 1018.16 \*

An update of the spend against Budget was presented in the Financial notes of 3<sup>rd</sup> July 2017.

**14. Staffing Matters:** noting to report.

**15. Any Other Business by leave of Chairman:**

Councillor Isobel Hutchinson informed Members that she had not had a report back from SHDC regarding the Markets and Boston Road Car Park and had communicated direct with Emily Spicer of SHDC. The Car Park Issue would be resolved by the autumn, by dividing it in two, enabling both entrances to be opened again, the report on the Market would be available within the next two weeks, an offer had been made to the Parish Council to take over the running of the market, but details were to follow.

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

August 14th 2017, Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**The meeting ended and closed at 7.43 pm.**

Chairman:.....

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 14<sup>th</sup> August 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.01 pm following the Public Open Forum

**Present:** Councillors: Martin Howard, Isobel Hutchinson, Paul Brighton, John Spencer, Kelly Wilson, Terry Harrington, Rachel Flood, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, Emma Armiger, and Julie Barker,

Also one member of the public and Winston Brown of the Press were in attendance

Chris Seymour: Clerk

David Boyce: Assistant Clerk.

### **1. Apologies.**

Councillors Paul Gunn, Rita Rudkin, Maureen and Arthur Male and the Police, and County Councillor Nick Worth, had offered their apologies.

### **2. Vacancy - St Johns Ward:**

The Clerk reported that following the resignation of Kay Piccaver, a vacancy had arisen for the St Johns Ward for Holbeach Parish council and that the notice of vacancy had been posted around the Parish regarding details and dates.

### **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.

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

The minutes of the previous Parish Council Meeting held on Monday 10<sup>th</sup> July 2017, as circulated were approved and signed by Councillor Martin Howard as Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: In the Police's absence Councillor Rachel Flood informed Members that she had informed the Police of constant Fly Tipping in Holbeach Bank.

(b). County Matters: In County Councillor Nick Worth's absence Members commented on the large amount of traffic using the Town whilst the link road was closed and proposed that the Clerk contact the Highways Department to get confirmation of when it would reopen due to the concern that the problem would

multiply if the road was not reopened when the schools returned from the summer break. **Agreed.**

It was also proposed to ask the Highways Department the procedure for requesting a weight restriction through the Town once the work was complete. **Agreed.**

(c) Market Report: Councillor Isobel Hutchinson informed Members that she had not received any information regarding the decision on the Markets and would be chasing SHDC for information.

Councillor Hutchinson informed Members that the planned Saturday Craft Market on Saturday 19<sup>th</sup> August would be going ahead and that at the current time, six stalls had been booked and asked that all Members support the event.

## **6. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting that he had not been notified of any new Road Closures.

(b) Footpaths- Councillor Val Gemmell informed the Meeting of her concern regarding the possible closure of a footpath that runs from Damgate Road to Branches Lane and requested that a letter be written to SHDC supporting the footpath to remain. As the vast majority is within Fleet Parish it was proposed that a letter be written on the condition that written permission was given from Fleet Parish Council to do so. **Agreed.**

## **7. Allotments:**

Councillor Graham Rudkin had nothing to report and proposed that the Allotment Inspection be held on Wednesday 16<sup>th</sup> August at 6pm. Meeting and starting at the Battlefield Lane site. **Agreed.**

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

Councillor Paul Foyster informed Members that a picnic bench had been ordered and would be sited within Carters Park. Councillor Foyster thanked the Friends of Holbeach Park for their current fundraising efforts for the parks within the Parish.

## **9. Cemeteries- Park Road & Hallgate:**

(a) Election of Chairman of Cemeteries: Councillor Martin Howard informed Members that although Councillor Paul Gunn was unable to attend that evening's meeting, he had expressed an interest in becoming the Chairman of Cemeteries, Closed Churchyard and Cemetery Chapels. Councillor Howard asked Members for any proposals or interest from other Members. Councillor Terry Harrington proposed that Councillor Paul Gunn be the Chairman of Cemeteries, Closed Churchyard and Cemetery Chapels. **Agreed.**

- (b) Cemeteries report. Nothing to report
- (c) The Burial grants and inscription requests were duly signed and approved
- (d) Cemetery Chapels: Nothing to report
- (e) Cemetery Path: Proposed to go 'In Committee'. **Agreed.**

#### **10. Closed Churchyard:**

Councillor Graham Rudkin informed Members that he was intending to landscape the Ashes area of the Churchyard and would need to raise £3500 to complete it

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

Councillor Rachel Flood informed Members that the Charity Football day on the 12<sup>th</sup> was a great success and had received many positive comments.

Councillor Flood requested two replacement 'Dog Fouling' notices for the playing field as it was becoming a problem. **Agreed.**

#### **12. Planning Applications:**

(a) In Councillor Maureen Male's absence, the Clerk reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed this week, and asked for Members comments to be sent to Councillor Male, as it still remained that very few comments were being received.

#### **13. Property:**

(a) Councillor Isobel Hutchinson reported that she had held a preliminary meeting with the Town Band regarding the Band Hall and would produce a breakdown of options on this and other properties at the September meeting.

Councillors Martin Howard and Terry Harrington stated that they would be declaring an interest in the Band Hall and would be leaving the meeting when this was discussed in September.

Councillor Hutchinson informed Members that two large notice boards had been purchased, one to be placed for displaying Artwork in the Stukeley bus shelter and the other to be placed on one of the other properties.

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

(a) Councillor Paul Brighton presented the cheques for payment of £24061.04, as per Annexed. **Agreed.**

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

**HOLBEACH PARISH COUNCIL** **2017-2018**

**LINCOLNSHIRE**

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

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	5881.19	
LESS UNPRESENTED CHEQUES	218.87	*
	5662.32	
BUSINESS SAVER 90915394	46616.20	
CCLA ACCOUNT	160000.00	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	262328.52	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	237863.13	
	332246.05	
LESS PAYMENTS	69917.53	
	262328.52	LINE 8

**\*UNPRESENTED CHEQUES**

708520	62.25	
708527	38.90	
credit card	114.72	
total	218.87	*

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(c). Consider Grant – Holbeach Hurn St Luke’s PCC. A request had been made (annexed) in respect of their Annual Grant of £150 towards the upkeep of St Luke’s



Churchyard. As this was allowed for within the Precept, it was proposed to pay the grant. **Agreed.**

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

**16.Nature Reserve-** Councillor Martin Howard informed Members that plans for Improvement to the Nature Reserve had been received and could be inspected in the Parish Council Offices, and that he would be consulting with SHDC before going ahead with funding applications or grants.

**17. Emergency Plan:** Councillor Val Gemmell informed Members of the confusion regarding Emergency Plans between SHDC and other areas. Councillor Martin Howard stated that he would bring current information that had been completed on the Emergency Plan for Holbeach to the September meeting

**18. Any Other Business by leave of Chairman:**

The Clerk enquired of Members if they had any proposals, following the letter from East Elloe Lions Club, asking for suggestions for the positioning of an additional bench within the Town. Member's suggestions were either to replace the one down Boston Road, replace the one at the rear of the Pop in Centre or near the church wall on High street.

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

September 11th 2017, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

Options for properties.

Emergency Plan

**The meeting ended and closed at 7.50 pm.**

Chairman:.....

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 11<sup>th</sup> September 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.05 pm following the Public Open Forum

**Present:** Councillors:, Isobel Hutchinson, Paul Brighton, John Spencer, Kelly Wilson, Rachel Flood, Graham Rudkin, Carol Rudkin, Paul Foyster, Val Gemmell, Emma Armiger, Paul Gunn, and Maureen and Arthur Male

Also nine members of the public, and County Councillor Nick Worth were in attendance

Chris Seymour: Clerk  
David Boyce: Assistant Clerk.

### **1. Apologies.**

Councillors Martin Howard, Terry Harrington, Julie Barker, and Rita Rudkin, also Winston Brown of the Press and the Police had offered their apologies.

### **2. Vacancy - St Johns Ward:**

The Clerk reported that following the resignation of Kay Piccaver, a vacancy had arisen for the St Johns Ward for Holbeach Parish Council and that the notice of vacancy had been posted around the Parish. No applications for an Election had been received by SHDC and a notice inviting applications to be co-opted onto the Parish Council with Members making the decision at the October PC meeting

### **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.

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

The minutes of the previous Parish Council Meeting held on Monday 14<sup>th</sup> August 2017, as circulated were approved and signed by Councillor Paul Foyster as Vice Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: No issues.

(b). County Matters: County Councillor Nick Worth's informed Members that there had been a few issues with the development of Peppermint Junction and the A151 would remain closed for another two weeks, the problem caused by utility

placements. Councillor Worth also informed Members that plans for a weight restriction would be applied along Spalding Road once the work had been completed.

Councillor Carol Rudkin asked Councillor Worth if the manhole cover on the road near Longstaff's corner could be looked at as it appeared to be sinking due to the heavy traffic. Councillor Worth agreed to look into it.

Councillor Val Gemmell commented on the road closure in Fleet beyond the industrial estate causing problems by being carried out at the same time as the A151 closure. Councillor Paul Foyster also commented that people were confused as to where the closure was and it had affected business the Holbeach side of the closure. County Councillor said that he would take on board the comment on making it more evident of where the closure was, but the road closure was planned with the work on the A151 expected to be completed.

Councillor Paul Gunn asked if there was any progress on the alteration to parking restrictions on Back Lane. County Councillor Worth explained that the amendments had to go through due process and any objections from the public could still prevent them.

(c) Market Report: Councillor Isobel Hutchinson informed Members that she had still not received any information but had been assured by SHDC that it would be available for the October meeting.

Councillor Hutchinson informed Members that the first Saturday Market had taken place in August and the next one was planned for the 23<sup>rd</sup> September and to date eight people had applied for stalls. This would be the last outdoor market for the year but it was hoped that an indoor market could be held on the 18<sup>th</sup> November and premises for this were still in negotiation.

Councillor Emma Armiger commented that she had only discovered the first market by accident and asked about the advertising.

Councillor Hutchinson replied that the event had been advertised in two newspapers and on Holbeach Facebook page, but in addition to those, this time posters had been distributed throughout the shops in town, but was disappointed that most were not displayed prominently by the shopkeepers.

## **6. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting that he had been notified of the following Road Closures. *County Councillor Nick Worth had previously addressed the issue under County Matters.*

A151, near Peppermint Junction. Closure extended until 25/9/17 to enable Highway safety and resurfacing

A17- Mill Lane to B1168 roundabout. Closed between hours of 7pm to 6am for twelve nights between 30/10/147 and 22/12./17 for essential maintenance work

(b) The Clerk informed Members that he had not yet received a reply to Member's request on information on how to apply for a weight restriction on traffic through the Town from the Highways Department. *County Councillor Nick Worth had previously addressed the issue under County Matters.*

#### **7. Allotments:**

Councillor Graham Rudkin reported that all allotment rent demands had been prepared and were ready to send out at the end of September. He also reported that the allotment inspection took place on the 16<sup>th</sup> August as circulated and no major issues were highlighted

Councillor Rudkin also reported that a portaloo was stolen from a tenants plot at Battlefields Lane, but they left the toilet roll behind. The tenant reported the matter to the police.

Two garden allotments remain unlet.

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

Councillor Paul Foyster informed that there had been problems with the cutting of the grass in Carters Park with the gang mowers, due to the discarding of small nitrous oxide canisters, which people had been using to get a high by sniffing the gas, but is not a banned substance. One had got into the equipment and caused damage to the power take off pipe on the tractor. The problem could be solved by using a rotary mower and Councillor Foyster informed Members that he was looking into that option for discussion at the October meeting.

Councillor Foyster informed Members that a complaint had been received from a resident near Stukeley Grounds regarding alleged excessive roadside vegetation, and that he had visited the site and he felt it was not excessive and that it would be dealt with in due process and that he had informed the resident.

#### **9. Cemeteries- Park Road & Hallgate:**

(a) Cemeteries report. Councillor Paul Gunn reported that he had arranged two meetings for the following week to gather information, that he had visited both sites since his appointment as Chairman and felt both areas looked good.

(b) The Burial grants and inscription requests were duly signed and approved

Richard King Memorials – Memorial to the late Bernard Epton 172 kk Park Road Cemetery

Morriss and Haynes – Reservation for Derek Riches 183hh Park Road Cemetery

(d) Cemetery Chapels: Councillor Paul Gunn reported that the planned event on 9<sup>th</sup> September had been well attended and the Cemetery Chapels Committee was pleased with the outcome.

#### **10. Closed Churchyard:**

Councillor Paul Gunn informed Members that there were no issues he was aware of.

Councillor Graham Rudkin stated that the grass around the tubs was not cut the last time and asked for it to be done.

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

Councillor Rachel Flood informed Members the rough area on the playing field had been cleared and reseeded with grass. Two 'Dog Fouling' signs had been put up and then ripped down by the public, and stated that she was arranging for two new more robust ones that could not be removed easily.

#### **12. Planning Applications:**

Councillor Maureen Male's reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week

#### **13. Property:**

(a) Councillor Isobel Hutchinson stated that she had nothing to report on in properties, other than options below.

(b) Options on Band Hall and Coubro Chambers: *Report previously circulated and annexed.*

Councillor Isobel Hutchinson explained to Members that the report was only an overview of possibilities and had prepared it so that Members could offer a consensus of what areas they wanted her to investigate and to enable her to be better prepared. Members expressed several views including the proposal of looking into purchase of the old library, and the selling of Coubro Chambers and/or Band Hall, the band staying in the present premises and the Band Hall being used as a meeting room, but none were voted on.

Councillor Paul Foyster proposed that a decision be deferred until the October meeting when Councillor Hutchinson could obtain pricings and more information.

**Agreed.**

Councillor Hutchinson stated that a decision could not be deferred beyond the next meeting as time was imminent.

**14. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the cheques for payment of £15337.51 as per list. **Annexed. Agreed.**

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

		<b>2017- 2018</b>
<b>HOLBEACH PARISH COUNCIL</b>		
<b>LINCOLNSHIRE</b>		
<b>BANK RECONCILIATION AS AT 31st August 2017</b>		
<b>BANK ACCOUNTS</b>		
CURRENT ACCOUNT 50494844	2694.30	
LESS UNPRESENTED CHEQUES	8993.49	*
	<u>-6299.19</u>	
BUSINESS SAVER 90915394	34900.85	
CCLA ACCOUNT	160000.00	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	<u>238651.66</u>	LINE 8
<b>CASH BOOK</b>		
BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	239530.98	
	<u>333913.90</u>	
LESS PAYMENTS	95262.24	
	<u>238651.66</u>	LINE 8

**\*UNPRESENTED CHEQUES**

708520  
708527  
708536  
708538  
708540  
708545  
708546  
708549

8993.49

credit card	760.42
total	<hr/> 8993.49 *

The Clerk also informed Members that a clean audit had been received from the External Auditors with no recommendations.

(c). Consider Grant –. A request had been made (**annexed**) in respect of their Annual Grant of £100 towards the upkeep of Holy Trinity & St Polycarp’s Churchyard. As this was allowed for within the Precept, it was proposed to pay the grant. **Agreed.**

(d) Wage Review- resolve to take ‘In Committee’. **Agreed**

**15. Staffing Matters:** Resolve to go ‘In Committee.’ **Agreed.**

**16. General Data Protection Regulations-** The Assistant Clerk explained the new regulations that would be coming into force in May 2018 and their implications. Information previously distributed and discussed at the Finance Working Party meeting on 4<sup>th</sup> September. *See below*

**17. Social Media Interaction with Community Engagement-** The Assistant Clerk gave a presentation on the use of social media and its use in communicating with the community and his suggested strategy.

It was proposed and **agreed** that a working party be set up to deal with this issue and the Data Protection obligations. The Party would consist of Councillors Paul Brighton, Paul Foyster, Isobel Hutchinson and Rachel Flood and The Assistant Clerk.

**18. Emergency Plan:** In Councillor Martin Howard’s absence it was proposed to defer this until the October meeting. **Agreed.**

**19. Any Other Business by leave of Chairman:** Councillor Graham Rudkin informed Members that the results of the In Bloom Competition would be announced on Wednesday 13<sup>th</sup> September.

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

October 9th 2017, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**The meeting ended and closed at 8.20 pm.**

Minutes of Holbeach Parish Council 11<sup>th</sup> September 2017

Chairman:.....



## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 9<sup>th</sup> October 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.08 pm following the Public Open Forum

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

Also eleven members of the public and Winston Brown of the press were in attendance

Chris Seymour: Clerk  
David Boyce: Assistant Clerk.

### **1. Apologies.**

Councillors Rita Rudkin, Paul Gunn and Julie Barker, also County Councillor Nick Worth and the Police had offered their apologies.

### **2. Vacancy - St Johns Ward:**

The Clerk reported that following the resignation of Kay Piccaver, a vacancy had arisen for the St Johns Ward for Holbeach Parish Council. No applications for an Election had been received by SHDC and a notice inviting applications to be co-opted onto the Parish Council with Members. Two applications had been received from Rita Patchett and Geoff Donley. Previously circulated and **annexed**.

Members voted and the result was seven votes for Rita Patchett and seven for Geoff Donley. Councillor Martin Howard, as Chairman used his casting vote in favour of Rita Patchett and she was duly co-opted onto the Parish Council. She signed the declaration of acceptance of office, received the Councils Code of Conduct and Standing Orders and joined the meeting

### **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.

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

The minutes of the previous Parish Council Meeting held on Monday 11<sup>th</sup> September 2017, as circulated were approved and signed by Councillor Martin Howard as Chairman, as a true and accurate record. **Agreed**.

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

(a). Police Matters: in The Police's absence the Clerk informed Members of the information received from the Police:

A garage burglary in Holbeach St Marks reported over the weekend but at the moment it seems to be an isolated incident.

CBM Paul Freeman has made it his mission this month to deal with uninsured drivers and those driving without a licence. In the last 4 weeks they have seized 12 cars from drivers committing these offences in our area

Councillor Rachel Flood asked that the Police are informed of the amount of activity that was occurring along the walkway behind Farrow Avenue. **Agreed.**

(b). County Matters: In County Councillor Nick Worth's absence the Clerk informed Members of information that Councillor Worth had provided:

Significant improvements have taken place at 17 High Street, next to the Chequers Hotel and that the premises will be opening in about a months' time. he did not know what is intended to go in it at the time of writing.

Work on Peppermint Junction continues to progress well and remains on schedule.

Along with colleagues from both the District and County Council they met with Heritage England in Nottingham to discuss out initial application for a Heritage Action Zone. This was a positive dialogue and the application now goes before the National panel. they expect to hear whether or not they have been successful and therefore can proceed to the more detailed 2nd round application in November / December.

Councillor Martin Howard informed Members that no record could be found of the invitation from LCC inviting the Parish Council to a consultation and asked if a follow up meeting could be arranged. **Agreed.**

(c) Market Report: Councillor Isobel Hutchinson informed Members of the information received from SHDC regarding the Market **Annexed.** Councillor Terry Harrington stated that he believed the option of taking the Market over was not viable due to lack of infrastructure and staff and proposed that it be declined. **Agreed.**

## **6. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting that he had been notified that an Emergency Traffic restriction of 20mph on A17 between 200 metres Northwest and Southwest of the junction of the A151 for site safety during works from 12/9/17 until 31/01/18

## **7. Allotments:**

Councillor Graham Rudkin reported that all allotment rent demands had been sent out and the rents were starting to be paid. He also reported that all the allotments were now let.

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

(a) Councillor Paul Foyster congratulated the Friends of Holbeach Parks for their success in obtaining the maximum grant from the Tesco Bags for Help Fund towards the purchase of new equipment for the Park. Councillor Foyster stated that a bin needed replacing within Stukeley Grounds.

(b) Gang Mower- Rotary Mower. Councillor Foyster reported that he had been unable to research this at the present time and asked for it to be placed on the November Agenda.

#### **9. Cemeteries- Park Road & Hallgate:**

(a) Cemeteries report. In Councillor Paul Gunn's absence there was no report.

A discussion took place regarding the tree stump of the 'Tree of Lebanon' and it was proposed that contact be made with a Tree Sculpture specialist, so that funds could be placed in the Precept. **Agreed.**

Councillor Isobel Hutchinson requested that a meeting be arranged on Councillor Gunn's return to create a work programme for the Cemeteries and other areas.

**Agreed.**

(b) Cemetery Chapels: In Councillor Paul Gunn's absence there was no report

(c) The Burial grants and inscription requests were duly signed and approved

Milly Reed- Reservation A139 Hallgate Cemetery

(d) The Clerk informed Members that a request had been made by Mrs Eileen Morfoot for a Memorial Bench to be placed in Hallgate Cemetery in memory of her late husband, George Morfoot and for his ashes to be scattered around the tree that the late Mr Morfoot had planted. It was proposed and **agreed** that the scattering of ashes be allowed. It was also proposed and **agreed** that Councillor Carol Rudkin would speak to Mrs Morfoot and either agree the new bench or the restoration of the original one the George Morfoot had made when the Cemetery was first opened, Councillor Rudkin offered to restore the bench herself if agreeable

#### **10. Closed Churchyard:**

In Councillor Paul Gunn's absence there was no report

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

Councillor Rachel Flood informed Members the signs regarding dog fouling were being organised.

## **12. Planning Applications:**

In Councillor Maureen Male's absence, the Clerk reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week.

## **13. Property:**

(a) Councillor Isobel Hutchinson stated that she had nothing to report on in properties, other than options below.

(b) Decision on Library, Band Hall and Coubro Chambers: *Councillors Martin Howard and Terry Harrington declared an interest in the Band Hall and stated they would not be making comments on that particular issue.*

It was proposed and **agreed** that in principle to look at the purchase of the Library as a possible Parish Council offices with the necessary information regarding costs, valuations etc. being obtained so that Members could make an informed decision. It was also proposed and **agreed** that if the Parish Council did move to the Library it would not be feasible to accommodate the Town Band within the Building.

It was also proposed and **agreed** that if a move was successful then the Town Band be offered the opportunity to purchase the Band Hall subject to valuations etc.

(c) Telephone Mast: Councillor Hutchinson stated that following a member of the public's enquiry at the September's Open Forum, she had investigated the arrangements regarding the Telephone Mast within the Football Club area of Carters Park and informed Members that since 1982 the Football Club had paid £1422 in rent and the Band Hall £267 in rent, so in fact even taking into account the Football club keeping the revenue from the mast, both had received an extremely good deal from the Parish Council, along with other organisations that lease from the Council

Councillor Hutchinson stated that an offer was made in 2009 from the Football Club to pay the Parish Council £500 or 10% from the rent for the mast, but for an unknown reason this offer was never taken up. There was little that could be done at present but if the request for an additional mast or replacement was required then it could be negotiated further, and that the next rent review for the Football Club was not until 2020 when the Councillors in place at that time could make a decision.

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

(a) Councillor Paul Brighton presented the cheques for payment of £15827.32 as per list. **Annexed. Agreed.**

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

**HOLBEACH PARISH COUNCIL** **2017-2018**

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT 30<sup>th</sup> September 2017**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3625.00	
LESS UNPRESENTED CHEQUES	7096.93	*
	-3471.93	
BUSINESS SAVER 90915394	20234.84	
CCLA ACCOUNT	160008.98	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	226821.89	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	241964.96	
	336347.88	
LESS PAYMENTS	109525.99	
	226821.89	LINE 8

**\*UNPRESENTED CHEQUES**

708520	65.25	
708545	5880.00	
708558	100.00	
708563	528.00	
708571	19.13	
708573	63.00	
708576	20.00	
708577	23.00	
credit card	398.55	
total	7096.93	

(c). Consider Grant –. A request had been made (**annexed**) in respect of a Grant from Holbeach Army Cadets. It was proposed and **agreed** that monies would be placed in the precept for a grant towards the rucksack part of the request to which they should write and apply for after April 2018.

(b). Consider Grant –. A request had been made (**annexed**) in respect of a Grant from Les Ward- Christmas Fayre- Community Centre. It was proposed and **agreed** that this request be declined as it was from one person and not an organisation and although towards the cost of running the fayre was essentially to increase profit albeit towards a charity

(c). Consider Grant –. A request had been made (**annexed**) in respect of a Grant from Holbeach St Nicholas Fayre. *Councillor Carol and Graham Rudkin and Councillor Rachel Flood declared an interest.*

It was proposed and **agreed** that a contribution of £150 be made as it was allowed for within the precept.

Councillor Isobel Hutchinson proposed that a policy on grants and donations for the Parish Council be discussed and **agreed** at the November Parish Council meeting,

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

**16. General Data Protection Regulations-** Assistant Clerk read out the notes from the working Party meeting and their recommendations **Annexed**. Councillor Paul Brighton proposed that these recommendations be accepted. **Agreed.**

**17. Social Media Interaction with Community Engagement-** Assistant Clerk read out the notes from the working Party meeting and their recommendations **Annexed**. Councillor Paul Brighton proposed that these recommendations be accepted. **Agreed.**

**18. Remembrance Parade:**

(a) Details of Parade: Previously circulated to Members

(d) Donation for Poppy Wreath: The Clerk sought permission to make donation of £40 for Poppy Wreath on behalf of the Parish Council as per previous Years. **Agreed**

(c) Consider Grant. A request was received from the Royal British Legion for their Annual Grant of £650 towards the Annual Remembrance Parade. **Annexed** and **Agreed**

**19. Support Skegness proposal LCC Fairer Funding Policy. (Annexed.)**

Members proposed and agreed to write to all supporting this proposal

**20. Dates for 2018 Meetings: (Annexed).**

Members proposed and **agreed** meeting dates and venues for 2018 Parish Council meetings

**21. Any Other Business by leave of Chairman:**

Councillor Carol Rudkin informed Members that the trees overhanging the path/road near the Nature Reserve still needed cutting despite previous requests. Councillor Isobel Hutchinson remarked that this would be covered when the work programme was completed as per item 9a.

Councillor Graham Rudkin commented that the War Memorial within town was looking very untidy and had not been cleaned recently. Councillor John Spencer replied that it had been noted by the British Legion at their AGM and would be sorted imminently.

Councillor Paul Foyster informed Members that the Boston Road car park had now been divided and was accessible from both Boston Road and Park Road.

The Clerk informed Members of correspondence from Robert Doughty Consultancy/LCC requesting a meeting regarding the Northons Lane allotments. Councillor Graham Rudkin volunteered to meet with them along with the Clerk and to report back to full Council

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

November 13<sup>th</sup> 2017, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

- **Grass Cutting review**
- **Grant Policy**
- **Gang mower/ Rotary mower**
- **Programme of Work**

**The meeting ended and closed at 8.45 pm. And then going 'In Committee'**

Chairman:.....

## Holbeach Parish Council

A Meeting of Holbeach Parish Council was held on Monday 13<sup>th</sup> November 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.02 pm following the Public Open Forum

**Present:** Councillors:, Martin Howard, Isobel Hutchinson, Paul Brighton, Terry Harrington, John Spencer, Kelly Wilson, Rachel Flood, Maureen and Arthur Male, Graham Rudkin, Carol Rudkin, Paul Foyster, Paul Gunn, Julie Barker, Val Gemmell, , and. Rita Patchett.

Also one member of the public, and County Councillor Nick Worth were in attendance

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

### 1. Apologies.

Councillors Rita Rudkin Emma Armiger and the Police had offered their apologies.

### 2. 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 Martin Howard and Terry Harrington declared an interest in the Band Hall*

*Councillor Terry Harrington declared an interest in the Millennium Lighting Committee.*

### 3. Minutes of the previous meeting.

The minutes of the previous Parish Council Meeting held on Monday 9<sup>th</sup> October 2017, as circulated were approved and signed by Councillor Martin Howard as Chairman, as a true and accurate record. **Agreed.**

### 4. Police Matters and County Matters:

(a). Police Matters: in The Police's absence the Clerk informed Members of the information received from the Police:

The Police have been working closely with Trading Standards officers in recent months. They have visited victims of scams and worked together to safeguard vulnerable people and prevent others from falling victim to such crimes. If those at this meeting know of a community group who would benefit from a presentation on how to protect themselves from becoming a scam victim – please point them in the Polices direction.



Councillor Kelly Wilson informed Members that gangs of youths were congregating in Carters Park on Saturday afternoon and were of an intimidating manner and asked for the Police to be informed. **Agreed.**

(b). County Matters: County Councillor Nick Worth informed Members of the 800<sup>th</sup> anniversary of the Charter of the Forest that is kept at Lincoln Castle and that the Woodland Trust were looking for areas that could be planted up and asked Members to let them know if they had any areas in mind.

County Councillor Worth informed Members of the opportunity to have use of a hand held speed camera. It was **agreed** that the Clerk contact the Road Safety Partnership to investigate further.

Councillor Carol Rudkin informed the meeting that two bags of sand had been left by the Highways Dept. outside the Trading Post premises on High Street since February despite previous reports to them. County Councillor Worth **agreed** to resolve.

#### **5. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting that he had been notified that the High street in Holbeach would be closed for a period on 19<sup>th</sup> November to allow the Christmas Lights to be put up.

#### **6. Allotments:**

Councillor Graham Rudkin reported 85% of allotment rents had been paid and twelve tenants had not paid to date, reminders will be sent this week

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

(a) Councillor Paul Foyster had nothing to report other than below.

(b) Gang Mower- Rotary Mower. Councillor Foyster reported that he had spoken to the Park Keeper and was investigating costs and suitability further

(c) Programme of Work: Councillor Foyster informed Members that he intended to create a priority list of work across of Parish in conjunction with other chairs.

#### **8. Cemeteries- Park Road & Hallgate:**

(a) Cemeteries report. Councillor Paul Gunn had nothing specific to report.

Councillor Kelly Wilson informed Members that she wished to resign as Deputy Chairman of Cemeteries to enable her to focus on her role within Parks and Playing Fields. It was **agreed** to put the election of new deputy onto December's agenda.

(b) Cemetery Chapels: Councillor Paul Gunn had nothing to report.

(c) The Burial grants and inscription requests were duly signed and approved

Ebbage- reservation Hallgate A140

M J Coates –Memorial to late Ann Butler Park road 180cc

M J Coates -Memorial to late Ronald Stanberry Hallgate cemetery Ashes plot

M J Coates – Memorial to late Harry Drawbridge Park Road CRA D1

Holbeach Memorial Co – Memorial to late Louise Stebbings Hallgate CRA 40

Holbeach Memorial Co - Memorial to late Sheila Brooks Park Road 150FF

(d) Wood Carving –Tree of Lebanon: Suggestions from Chain saw sculptor previously circulated. Councillor Paul Gunn proposed that this action not be pursued and monies spent elsewhere, seconded by Councillor Paul Foyster. Councillor Graham Rudkin proposed that the work be carried out to enhance the Cemetery, seconded by Councillor Kelly Wilson. A vote was taken and it was **agreed** to pursue the carving by ten votes to six.

### **9. Closed Churchyard:**

Councillor Paul Gunn had nothing to report. Councillor Paul Brighton requested that some loose branches were within some of the trees and needed removing on health and safety grounds. **Agreed.**

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

Councillor Rachel Flood informed Members that the dog fouling signs had been erected and requested that two additional dog bins be obtained for the area.

### **11. Planning Applications:**

Councillor Maureen Male reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week.

### **12. Property:**

(a) Councillor Isobel Hutchinson reported that 4 High Street's lease was due for renewal in January and proposed that a new lease be given at the existing rent. **Agreed.**

(b) Update regarding Library, Band Hall and Coubro Chambers. Councillor Hutchinson informed Members that she had registered an interest with LCC regarding the old Library, but no decision would be made by them until February. In the meanwhile she was investigating costings and alterations to Coubro Chambers to improve efficiency and appearance in case the Library was not forthcoming.

Councillor Hutchinson informed Members that she had let the former meeting room (room8) and room 9 to the tenants that were in room 1 & 2, this enabled better efficiency for the future planning and letting of rooms on the ground floor.

Councillor Terry Harrington asked if this item should be in the minutes that Members were happy with this decision. Members **agreed** with the proposition.

(c) Replacement Fascia and Guttering Bowls Club: Consider tenders:  
Two tenders were received and opened at the finance working party meeting,

One for £7175 including VAT

Other for £2250 including VAT

It was proposed and **agreed** to accept the £2250 tender.

(d) Holbeach Parish Council Branding: Councillor Hutchinson proposed that branding for the Parish Council be established to improve the visibility of the Parish Council and her suggestion was to include a logo based upon the Meridian Line which runs through the town as opposed to the flower industry which is more widespread across the region. It was proposed and agreed to accept the principle and decide on final design at the December meeting

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

(a) Councillor Paul Brighton presented the cheques for payment of £21589.43 as per list. **Annexed. Agreed.**

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

**HOLBEACH PARISH COUNCIL** **2017-  
2018**

**LINCOLNSHIRE**

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

#### **BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3000.00	
LESS UNPRESENTED CHEQUES	1866.33	*
	<hr/>	
	1133.67	
BUSINESS SAVER 90915394	58072.41	
CCLA ACCOUNT	110034.47	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	<hr/>	
	219290.55	LINE 8

#### **CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	<u>251795.08</u>	
	346178.00	
LESS PAYMENTS	<u>126887.45</u>	
	219290.55	LINE 8

\*UNPRESENTED CHEQUES

708563	528.00
708571	19.13
708573	63.00
708576	20.00
708594	40.00
708599	1171.20
credit card	25.00
total	1866.33

(c). Consider Grant –. Millennium Lighting Committee. Proposed and **agreed** to make annual grant of £1000.00

(d). Consider Grant –. Elizabethan Centre. As no costs or quotations received it was **agreed** to defer decision and contact them with our decision and the offer of help with obtaining grants that are available for this type of request from other source

(e). Review Grass Cutting: Councillor Hutchinson asked Members if they were happy to continue with current contractors and SHDC continuing cutting the verges etc. the clerk reported on current prices and projected costs for the following year.

It was **agreed** to continue with current contractors and SHDC

(f) Grant Policy: it was proposed to defer this until the December meeting as some Members disputed receipt. **Agreed**

**14. Staffing Matters:** Resolve to go 'In Closed Session'.' **Agreed.**

**15. General Data Protection Regulations-** the Deputy Clerk explained the progress made to date on the Data Protection Policy and the need for a designated Data Protection officer. It was proposed and **agreed** to accept the policy and appoint the Deputy Clerk as the officer. It was proposed and **agreed** that training sessions would be organised for all Members on this topic.

**16. Social Media Interaction with Community Engagement-** the Deputy Clerk informed Members that the designated Committee had **agreed** to rules and conditions for posting on the Parish Council Media pages, the key rule being that all content for posting must go through the Parish Council office and not placed individually. The main intention being to telling the community of what was

happening, keeping the better informed and generally improving communication between parties

**17. Any Other Business by leave of Chairman:**

Councillor Isobel Hutchinson informed Members of the Holbeach Action Group progress and the 'Pop Up' shop event to be held on the coming Saturday.

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

December 11<sup>th</sup> 2017, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

- **Sponsorship of Window \Dressing Competition for the Town**
- **Election of Deputy Chairman of Cemeteries and Closed Churchyard**

**The public meeting ended and closed at 8.20 pm. And then going 'In Closed session'**

**In Committee Minutes:**

**14. Staffing Matters:**

(a) It was proposed and **agreed** to accept the recommendations from the Employment Working Party regarding the Deputy Clerk

(b) It was proposed and **agreed** to accept the recommendations from the Employment Working Party regarding the Assistant Grounds Maintenance Worker

**The meeting ended and closed at 8.35 pm**

Chairman:.....

## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 11<sup>th</sup> December 2017 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.02 pm following the Public Open Forum

**Present:** Councillors:, Martin Howard, Isobel Hutchinson, Paul Brighton, Terry Harrington, John Spencer, Kelly Wilson, Rachel Flood, , Emma Armiger, Rita Rudkin, Paul Foyster, Paul Gunn, Julie Barker, Val Gemmell, and Rita Patchett.

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

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

### **1. Apologies.**

Councillors, Maureen and Arthur Male, Graham and Carol Rudkin and the Police had offered their apologies.

### **2. 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.

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

The minutes of the previous Parish Council Meeting held on Monday 13<sup>th</sup> November 2017, as circulated were approved and signed by Councillor Martin Howard as Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: in The Police's absence the Clerk informed Members of the information received from the Police regarding the successful operation of checking cyclists lights that day and the arrest at a hare coursing the previous weekend.

Councillor John Spencer asked for the Police to be notified of youth's anti-social behaviour near Cecil Pywell Avenue.

(b). County Matters: County Councillor Nick Worth informed Members of the completion of the Peppermint Junction roundabout two months ahead of schedule and within budget.

### **5. Highway Matters:**

(a) Road Closures: The Clerk advised the meeting that he had not been notified of any new road closures.

Councillor Val Gemmell asked for Highways to be notified that the 'No Entry' sign at the top of Foxes Lowe Road had been knocked down that evening.

#### **6. Allotments:**

In Councillor Graham Rudkin's absence the Clerk reported that all but six of allotment rents had been paid and final demands had been posted the previous week.

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

(a) Councillor Paul Foyster reported that the new staff member had started work and appeared capable and working well. He also informed Members that it was his intention to move the dog walking area in the Spring and would have details and proposal ready for the January meeting

(b) Programme of Work: Councillor Foyster reported that the Park Keeper was preparing a seasonal schedule of work to be completed and that a 'cherry picker' had been ordered in January to complete all the tree work.

(c) Locking up services: the Clerk reported that Triple sss had given notice regarding the locking of the Park, Playing Field and Cemetery. Their charges had been £5904 per annum. Taylored Lawns, who had the necessary insurance and had completed a risk assessment, had offered to lock up the existing sites as well as Hallgate Cemetery at the cost of £6570. This price was much improved on quotes received from other security contractors.

On condition that they wore clearly marked uniform that identified them, had the appropriate policies in place and accepted a defined work schedule and contract it was proposed to offer them a three month trial period. **Agreed**

#### **8. Cemeteries- Park Road & Hallgate:**

(a ) Election of Vice chairman of Cemeteries and Closed Churchyard. Councillor Julie Barker was proposed for the position. **Agreed**

(b) Cemeteries report. Councillor Paul Gunn had nothing to report.

(c) Cemetery Chapels: Councillor Paul Gunn had nothing to report.

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

M J Coates –Memorial – additional inscription for late Sylvia Bowell

(d) Wood Carving –Tree of Lebanon: Following the agreement at the November Meeting to pursue the tree sculpture the Clerk requested that a decision on the style

/ subject be decided. It was proposed to allow the Tree Sculpture to choose an appropriate design providing it was within the allowed budget. **Agreed**

**9. Closed Churchyard:**

Councillor Paul Gunn had nothing to report.

**10. Holbeach Bank Playing Field:**

Councillor Rachel Flood thanked Councillor Paul Foyster for the provision of litter sacks and dog waste bags.

**11. Planning Applications:**

In Councillor Maureen Male's absence the Clerk reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week.

**12. Property:**

(a) Councillor Isobel Hutchinson had nothing to report other than below

(d) Holbeach Parish Council Branding: Councillor Hutchinson produced a shortlist of designs and asked Members which one they preferred. It was proposed to accept the design of the one depicting the British Isles, overprinted with the name Holbeach, using the letter 'L' going through the meridian way. **Agreed**

**13. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the cheques for payment of £26688.85 as per list. **Annexed. Agreed.**

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

	<b>2017- 2018</b>
<b>HOLBEACH PARISH COUNCIL</b>	
<b>LINCOLNSHIRE</b>	
<b>BANK RECONCILIATION AS AT 30th November 2017</b>	
<b>BANK ACCOUNTS</b>	
CURRENT ACCOUNT 50494844	2278.76
LESS UNPRESENTED CHEQUES	1779.15 *
	<hr/> 1133.67
BUSINESS SAVER 90915394	40117.53
CCLA ACCOUNT	110057.50



FIDELITY INVESTMENT	50000.00	
COIF	<u>50.00</u>	
	200724.64	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	<u>255745.62</u>	
	350128.54	
LESS PAYMENTS	<u>149403.90</u>	
	200724.64	LINE 8

\*UNPRESENTED CHEQUES

708573	63.00
708626	609.60
708622	62.85
708613	1000.00
Unbanked	
Cheques	-210.00
credit card	253.70
total	1779.15

(c). Consider Request for Grant -Friends of Sezanne. It was **agreed** that they be contacted to arrange a meeting, so that the Parish Council could ascertain to what extent Holbeach would be involved in the celebration of 50 years twinning. The proposed grants policy should also be in place by then

(d). Consider Request for Grant –. Citizen’s Advice Bureau. It was proposed to not make a grant as this was not allowed for within the budget, and as that the new Grants Policy and application form should be in place for the next financial year, and to which they would be invited to apply in the spring. **Agreed.**

(e) Consider Request for Grant- Holbeach Brownies: It was proposed to not make a grant as this was not allowed for within the budget, and as that the new Grants Policy and application form should be in place for the next financial year, and to which they would be invited to apply in the spring. **Agreed.**

(f). Grass Cutting: The Clerk reported that the Grass cutting contractor had informed the Council of an increase in charges for this function in 2018-19 to £9730 for 28 cuts per annum, while an increase this was still below the figure for the previous contractor in 2016 by £882 and also below the other tender prices obtained the last time. It was proposed to accept this quote for 2018. **Agreed.**

(g) Sponsorship of Christmas Best Dressed Window Competition: it was proposed to support this request and a budget of £100 is allowed. **Agreed.**

(h) Standing Orders. New Standing Orders, produced by LALC (previously circulated). It was proposed to accept these and for the Chairman, Vice Chairman and Clerk to sign them. **Agreed.**

(i) Grant Policy: It was proposed that the grant policy be adopted with a budget of £8000 for 2018-19. **Agreed.**

**14. Staffing Matters:** Resolve to go 'In Closed Session'.' **Agreed.**

**15. Any Other Business by leave of Chairman:**

Councillor Paul Foyster asked Members to look at the Parish Councils Facebook page and to invite their friends to view and comment.

The Deputy Clerk thanked Members for attending the Data Protection training evening and stated that he would be holding a similar training evening in January for those Members that were unable to attend the previous one

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

January 8<sup>th</sup> 2018, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

- **Agreement for Precept 2018-2019**
- **Moving of Dog Area within Carters Park**

**The public meeting ended and closed at 7.58pm. And then going 'In Closed session'**

**In Committee Minutes:**

**14. Staffing Matters:**

(a) It was proposed and **agreed** to accept the recommendations from the Finance Working Party regarding the Living Wage.

(b) It was proposed and **agreed** to accept the recommendations from the Finance Working Party regarding the Office Cleaner wage rate

**The meeting ended and closed at 8.04 pm**

Chairman:



## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 8<sup>th</sup> January 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.02 pm following the Public Open Forum

**Present:** Councillors: Isobel Hutchinson, Paul Brighton, Terry Harrington, John Spencer, Kelly Wilson, Emma Armiger, Paul Foyster, Val Gemmell, and Rita Patchett.

Also two members of the public, and were in attendance

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

*In Councillor Martin Howard's absence, The Vice Chairman, Councillor Paul Foyster chaired the meeting*

### **1. Apologies.**

Councillors, Martin Howard, Maureen and Arthur Male, Graham and Carol Rudkin, Rita Rudkin, Paul Gunn, the Press, the Police, County Councillor Nick Worth, and the press had offered their apologies.

### **2. 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.

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

The minutes of the previous Parish Council Meeting held on Monday 11<sup>th</sup> December 2017, as circulated were approved and signed by Councillor Paul Foyster as Vice Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: in The Police's absence no comments were made from Members

(b). County Matters: In County Councillor Nick Worth absence no comments were made from Members

### **5. Highway Matters:**

(a) Road Closures: The Clerk informed the meeting that he had been notified of a road closure involving Harwood Avenue for 5 days from 11<sup>th</sup> January for carriageway resurfacing

Councillor Val Gemmell explained the problems incurred prior to Christmas with road works along Fleet Street, and Foxes Lowe Road and the help she received from Western Power in resolving some issues and proposed a letter of thanks be sent to them. **Agreed.**

## **6. Estimates 2017-18:**

The Chairman of Finance, Councillor Paul Brighton outlined how the budget setting started in September, with all spending chairs going through the figures with the Clerk and then analysed in depth by the Finance working party prior to this meeting.

Councillor Brighton went through each spending sector, highlighting the difference year on year with explanations and each one was individually proposed and **agreed.**

The final figure of £197899 was proposed and agreed for the Precept for 2018-2019.

This compared to £197868 for the year 2017- 2018 an increase of £31, a 0.02% increase, which when additional houses were taken into account would mean a reduction for each individual ratepayer.

The Vice Chairman signed the precept form.

Councillor Brighton thanks the Members of the Finance Working Party and the Clerk for the work involved

## **7. Allotments:**

(a) In Councillor Graham Rudkin's absence the Clerk reported all allotment rents have been paid, with the exception of one Garden Allotments at Battlefields Lane.

(b) The Clerk reported that he and Councillor Graham Rudkin had met with Robert Doughty Consultancy, who are looking after development of Northons Lane for LCC, and they were enquiring if the Parish Council would agree in principle to the proposed relocation of allotments at Northons Lane. **map annexed**, which shows the current position of the allotments and the possible site of the new allotments, this decision and the proposal was provisional and not binding. The Clerk explained that Allotment tenants had been consulted. Members **agreed** to the move in principal

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

(a) Councillor Paul Foyster reported that a spate of vandalism had been experienced within the Park and within town, with the removal of a wooden bench from the Bowls Area, which had been set on fire, two instances of minor damage to the recently

installed Bowls Club Fence and the total destruction of the Artwork and Display cabinet that was in the Stukeley Bus Shelter.

The Police had been informed and requested any further acts of vandalism noted by Members to be reported so that a possible pattern could be obtained to catch the people involved.

(b) Relocation of Dog Area. Councillor Paul Foyster explained that the current Dog Area was in need of expensive repair and a recent survey on the Parish Councils Facebook page had shown that this facility was still required by the majority that took part. Councillor Foyster explained that the erection of a new fenced dog area would be a better value option than renovating the current one and would also free up a valuable area of the Park and still offer the facility to Dog owners. Councillor Foyster explained that the cost of materials for the new area would be £3104 which was provided for within the budget. It was proposed and **agreed** to proceed with the new dog area.

#### **9. Cemeteries- Park Road & Hallgate:**

(a) Cemeteries report. In Councillor Paul Gunn's absence there was no report. Councillor Paul Foyster informed Members that the start of tree work within the Cemetery had been delayed by a day or so because of availability of the elevated platform.

(c) Cemetery Chapels: In Councillor Paul Gunn's absence there was no report

(d) The Burial grants and inscription: no applications had been received.

#### **10. Closed Churchyard:**

In Councillor Paul Gunn's absence there was no report.

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

In Councillor Rachel Floods absence there was no report

#### **12. Planning Applications:**

In Councillor Maureen Male's absence the Clerk reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week. The Vice Chairman reminded Members to keep Councillor Male informed of any comments they had on any applications

#### **13. Property:**

Councillor Isobel Hutchinson informed Members again of the vandalism in the Stukeley Bus shelter and explained that she intend to speak to UAH to see if they would like to be involved in the installation of a more permanent display. **Agreed.**

**14. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the cheques for payment of £12470.03 as per list. **Annexed. Agreed.**

The notes from the Finance Working Party on the 3<sup>rd</sup> January were **agreed.**

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

**HOLBEACH PARISH COUNCIL** **2017-  
2018**

**LINCOLNSHIRE**

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

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	2061.76	
LESS UNPRESENTED CHEQUES	452.37	*
	<hr/>	
	1609.39	
BUSINESS SAVER 90915394	13450.95	
CCLA ACCOUNT	110078.11	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	<hr/>	
	178188.45	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	258042.76	
	<hr/>	
	352425.68	
LESS PAYMENTS	177237.23	
	<hr/>	
	175188.45	LINE 8

**\*UNPRESENTED CHEQUES**

708635	68.35
708649	108.00
708650	23.00
credit card	253.02
total	452.37

(c) Consideration on future IT needs:

The Chairman of Finance explained to Members that changes brought about by the new Data Protection laws meant that the Parish Council needed to make changes to protect Members and staff, and the best value option was to purchase basic tablets for Members, which would only be used for Parish Council Business rather than continuing to use their own personal computers. Users would have dedicated e-mail addresses and the use of drop box, which would not compromise their personal data. The cost involve for 21 tablets, drop box and server was £4599. It was proposed and **agreed** to purchase and adopt the system.

**15. Staffing Matters:** Resolve to go 'In Closed Session'.' **Agreed.**

**16. Any Other Business by leave of Chairman:** no issues were raised

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

February 12th 2018, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**The public meeting ended and closed at 7.58pm. And then going 'In Closed session'**

**In Committee Minutes:**

**15. Staffing Matters:**

It was proposed and **agreed** to establish a HR Working Party comprising Councillor Paul Brighton (Chair), Val Gemmell, Rita Patchett, Emma Armiger and Kelly Wilson

It was proposed and **agreed** to review the Deputy Clerk/ Data Protection Officer Role at his review and report at February's meeting

**The meeting ended and closed at 8.10pm**

Chairman:

.....



## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 12<sup>th</sup> February 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.02 pm following the Public Open Forum

**Present:** Councillors: Isobel Hutchinson, Paul Brighton, Terry Harrington, Paul Foyster, Martin Howard, Maureen and Arthur Male, Graham and Carol Rudkin, Rita Rudkin, Paul Gunn, and Rita Patchett. The Press, County Councillor Nick Worth,.

Also three members of the public, and were in attendance

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

### **1. Apologies.**

Councillors Kelly Wilson, Emma Armiger, John Spencer, and Val Gemmell, and the police had offered their apologies and were accepted.

### **2. 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.

### **3. Clerks Report- Including Vacancies:**

The Clerk reported that following the resignation of Julie Barker in January, the Electoral Services at SHDC had been notified and a Notice of Vacancy had been posted throughout the Parish giving the opportunity for an Election to be called. The closing date for this is 12<sup>th</sup> February (today).

If no request for an election is made the Parish Council may co-opt a new Member.

If which case he would post notices around the Parish inviting people to apply, with a decision made at the March Parish Council Meeting

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

The minutes of the previous Parish Council Meeting held on Monday 8<sup>th</sup> January 2018, as circulated were approved and signed by Councillor Martin Howard, as Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: in The Police's absence the Clerk reported that the Police had reported that there had been a spate of the thefts from vans recently. Thieves have

targeted vans both plain and those sign written. All different makes and models are potential targets. A large number of power tools have been stolen. We had quite a number of these thefts were reported over Thursday night/Friday morning. Areas targeted include Greenwich Avenue, Langwith Drive & Gardens, Wignals Gate, Netherfield and Washway Rd at Saracens Head. Whilst conducting house to house enquiries, a number of residents are angry that there are no street lights and this is happening from as early as just after midnight.

The Police had also received a number of criminal damage reports. Broken windows, arson, graffiti etc. they have also had some reported ASB such as the Grit bins being turned over and cones thrown into dykes on Park Road/Lane Holbeach. Enquiries and investigations on the above are ongoing.

No comments were made from Members

(b). County Matters: County Councillor Nick Worth reported that the spate of Graffiti and arson around the area had prompted LCC to engage in extra security measures. He also reported that the flooding problem near the String of Horses on Boston Road was being rectified. Councillor Worth concluded by informing Members of the current consultation regarding the Local Development order for the business area of the Peppermint Junction development which was available to view online and at the SHDC and Parish Council offices.

A Member asked Councillor Worth if any plans were in place for the resurfacing of Fleet Street and part of High Street, which were in a poor state. Councillor Worth stated that he would investigate and report back

## **6. Highway Matters:**

(a) Road Closures: The Clerk informed the meeting that he had been notified of the following road closures for essential maintenance work:

Boston Road, Holbeach- vicinity of String of Horses 10.2.18 to 18.2.18 @ weekends.

Roman Bank- Vicinity of Coopers Cottage 12.2.18 to 16.2.18

Ryefield Lane- Vicinity of 'Two Hoots' 27.2.18 to 1.3.18

## **7. Allotments:**

Councillor Graham Rudkin reported that all allotment were let and that there was a waiting list of seven applicants and that he would endeavour to look into trying to create more.

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

(a) Councillor Paul Foyster reported that new metal signs have been ordered for Stukeley Grounds. He hoped this will solve the problem of grass being destroyed by

bad parking at school opening and closing times. There has been no significant further vandalism in the parks and steps have been taken to further secure the boundaries and increase the use of CCTV

Bad weather has been unhelpful this month, delaying planned tree work. There have also been several storm damaged trees or boughs which needed immediate clearing and another large pine in Carters Park has become dangerous and will need felling as soon as conditions and time allow. Also that a fallen bough had damaged the fencing to the children's play area and replacement was ongoing

(b) Show event in Carters Park following the Food Festival 30<sup>th</sup> June 2018; Councillor Foyster proposed that the council supports the running a second day after the Food Fair, on the last Sunday in June. Holbeach Horticultural Society has agreed to take part if the council approves and are willing to run their annual flower and produce show from the site. He did not expect any significant cost to fall on the Parish council, perhaps a little staff overtime and some small incidentals. **Agreed**

For the event to be a success the Council must attract as many other groups as possible to attend and asked that everyone talks to anyone they think could be willing to take a stall or run an event or showcase their skills. There would be little or no charge to those who do so. He would also like as many councillors as possible to help with preparation and stewarding on the day.

(c) Request to hold Fireworks/ Bonfire display Carters Park by Holbeach Scouts. Members stated that while they wished success in this venture, they felt that there were too many obstacles in allowing. Lighting of paths, fire risk, insurance, H&S, and many more. It was **agreed** to refuse permission.

## **9. Cemeteries- Park Road & Hallgate:**

(a) Election of Vice Chairman of Cemeteries. It was proposed and **agreed** that Councillor Rita Patchett be the new Vice Chairman of Cemeteries, and Closed Churchyard

(b) Cemeteries report. Councillor Paul reported that the tree works along the road though the Park Road Cemetery and Edinburgh Walk was nearly complete and looked a great improvement. Councillor Gunn also informed Members that he was looking into the feasibility of placing a large waste bin in Hallgate Cemetery

(c) Cemetery Chapels: Councillor Paul had nothing to report on this item.

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

Mowton Memorial Company- Memorial to late Tony Tierney

M J Coates- Memorial to late Robert Wilson

**10. Closed Churchyard:**

Councillor Paul Gunn had nothing to report other than that he had received a request which would be place on the next agenda.

**11. Holbeach Bank Playing Field:**

Councillor Rachel Flood reported that all was well with the playing field, but that they still required extra dog bins. The Clerk stated that he would chase the matter up.

**12. Planning Applications:**

Councillor Maureen Male reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week. Councillor Male thanked Members for their responses and asked that they continue to be sent.

**13. Property:**

(a) Councillor Isobel Hutchinson informed Members that the property at 4 High Street was vacant due to the expiry of the lease and the tenant deciding not to renew it. To date, two enquiries had been made on the property and that she was looking at the viability of installing toilet facilities which would make the property more attractive to potential tenants

(b) Football Club Rent review: it was proposed to take this item into 'Closed Session' **Agreed.**

(c) Football Club request. : it was proposed to take this item into 'Closed Session' **Agreed.**

**14. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the cheques for payment of £23632.63 as per list. **Annexed. Agreed.**

Councillor Brighton proposed that a second credit card be obtained for the use of the Parks & Cemetery Manager, with a limit of £50 spend to enable him to purchase petrol and similar for the parks equipment. **Agreed.**

The notes from the Finance Working Party on the 5<sup>th</sup> February were **agreed.**

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

**HOLBEACH PARISH COUNCIL**

**2017-  
2018**

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT 31st January 2018**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	3000.00	
LESS UNPRESENTED CHEQUES	<u>9.00</u>	*
	2991.00	
BUSINESS SAVER 90915394	27141.07	
CCLA ACCOUNT	80104.29	
FIDELITY INVESTMENT	50000.00	
COIF	<u>50.00</u>	
	160286.36	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	<u>263304.43</u>	
	357687.35	
LESS PAYMENTS	<u>197400.99</u>	
	160286.36	LINE 8

**\*UNPRESENTED CHEQUES**

708660	9.00
total	9.00

(c) Friends of Sezanne: **Request and cost annexed.**

Councillor Isobel Hutchinson stated that this as an important event, which Holbeach had initially played a large part in originally, but that now the town appeared to be side-lined somewhat, she felt that the Parish Council should offer some support and proposed that the Parish Council make a donation of £80 plus £50 (total £130) to cover the share involved for the Parish Council. **Agreed.**

**15. Staffing Matters:** Resolve to go 'In Closed Session'.' **Agreed.**

**16. Nature Reserve:** Councillor Paul Foyster informed Members that the Parish Council was looking at possible funding via the Tesco's Bags for Help scheme to expand the use of this facility and if successful could enable the Parish Council to apply for further funding from other sources and proposed this to continue in principle. **Agreed.**

**17. Centenary WW1.** Due to the high cost of holding a Beacon Lighting Event, it was proposed to contact the PCC to find out what celebrations they were planning regarding the celebration of the centenary of the end of the First World War with the view to the Parish Council becoming involved and assisting with the costs. **Agreed**

**18. Data Protection and Social Media Working Parties.** Councillor Paul Brighton informed Members that the Working Party would be presenting all policies to the March meeting and asked Members if they had any content they wished placing on the Parish Councils Facebook page to please contact any Member of the Working Party.

Councillor Brighton informed Members that new 'Tablets' had arrived, waiting for the 'Dropbox' and apps. To be installed and then the issue of them would be rolled out.

**19. Any Other Business by leave of Chairman:** Councillor Paul Foyster informed Members of the possibility of the Town receiving a large piece of artwork if selected to participate by a television programme. To be selected it would require the whole community to become involved and come together, not just the Parish Council. Councillor Foyster informed Members that he would preliminary write to the producers asking for the funding and the item would be an agenda item for further discussion at the March meeting.

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

March 12th 2018, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

Note: As this meeting follows the Annual Parish Meeting there will not be an Open Forum preceding the meeting

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

**The public meeting ended and closed at 7.55pm. and then going 'In Closed session'**

**In Committee Minutes:**

**13. Properties.**

(b) Football Club rent review. Councillor Isobel Hutchinson was granted executive powers to negotiate the rent review with the Football Club

(c) Football Club request. Councillor Isobel Hutchinson was granted executive powers to investigate further and make decision

**15. Staffing Matters.**

The Clerk reported on the successful review of the Deputy Clerk and the forthcoming review of the new Assistant Park Groundsman.

**The meeting ended and closed at 8.15pm**

Chairman:

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## **Holbeach Parish Council**

A Meeting of Holbeach Parish Council was held on Monday 12<sup>th</sup> March 2018 at the Methodist Church Hall, Albert Walk, Holbeach commencing at 7.08pm following the Annual Parish Meeting, there being no Open Forum in this instance

**Present:** Councillors: Isobel Hutchinson, Paul Brighton, Terry Harrington, Paul Foyster, , Maureen and Arthur Male, Graham and Carol Rudkin, Rita Rudkin, Paul Gunn, Rita Patchett, Kelly Wilson, Emma Armiger, John Spencer, and Val Gemmell, and County Councillor Nick Worth,.

Also five members of the public, and were in attendance

Chris Seymour: Clerk

David Boyce: Deputy Clerk.

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

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

Councillors Martin Howard and the Press had offered their apologies and were accepted.

#### **2. 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.

#### **3. Clerks Report- Including Vacancies:**

The Clerk reported that following the resignation of Julie Barker, and there being no request for an election, the Parish Council have been given the opportunity to co-opt a Member onto the Council for the Hurn Ward.

Notices have been published around the Parish and on the Parish Website inviting applicants.

At the closing date for applicants of Friday 9<sup>th</sup> three applicants had applied, Mr Geoff Donley, Shirley Rourke and Tony Lomax, who all fulfil all the criteria necessary to become a Councillor for the Parish.

Members took a ballot as to elect a Member.

Tony Lomax and Geoff Donley having received equal votes, the Vice Chairman used his casting vote and Tony Lomax was elected as a Member for the Hurn Ward and given dispensation to vote on issues that apply. **Agreed.**



Tony Lomax duly received the parish Councils Code of Conduct, signed his acceptance of office and dispensation request form and joined the meeting

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

The minutes of the previous Parish Council Meeting held on Monday 12<sup>th</sup> February 2018, as circulated were approved and signed by Councillor Paul Foyster, as Vice Chairman, as a true and accurate record. **Agreed.**

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

(a). Police Matters: in The Police's absence the Clerk had nothing to report.

No comments were made from Members

(b). County Matters: County Councillor Nick Worth reported that the 30 mph Speed Limit on the B1515, near Stukeley Grounds and School had been extended an additional 180 metres along Spalding Road, following an assessment by LCC **Map Annexed.**

Councillor Worth was asked if and when a weight restriction could be imposed through the Town. He informed Members that it would be considered and looked into after the road improvements (Peppermint Junction etc.) had been in place for one year.

(b) Councillor Foyster explained to Members the request for Parish involvement in a project called the Lite Nite idea, which was not envisaged to involve Holbeach until 2020, but proposed that the Parish Council agree in principle. **Agreed.**

#### **6. Highway Matters:**

(a) Road Closures: The Clerk informed the meeting that he had been notified of the following road closures for essential maintenance work:

Saturday Bridge, Holbeach- 11<sup>th</sup> April for one week

Church Walk, Holbeach – 4<sup>th</sup> to 6<sup>th</sup> April

B1165-B1168 Nutts Lane to Frogs Abbeygate 5 days between 9<sup>th</sup> and 20<sup>th</sup> April

B1168 between Holbeach St Johns and Holbeach Drove- periods between 12<sup>th</sup> march and 16<sup>th</sup> March

Marsh Road – Low Road, Holbeach Hurn – periods between 14<sup>th</sup> April and 27<sup>th</sup> April

#### **7. Allotments:**

Councillor Graham Rudkin reported that free seeds had been offered to the tenants of the Garden Allotment's, that all Allotments remained let, and that the Allotment demands for April were ready to be posted at the end of the month

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

(a) Councillor Paul Foyster reported that no further acts of vandalism had been reported in the previous month and that the signs and posts to prevent parking on the Stukeley Grounds roundabout near the school had been obtained and would be erected imminently.

(b) A request from SHDC had been made to hold an event in Carters Park on 23<sup>rd</sup> June from 10am until 2pm

They requested to hold the "Great Get Together" at Carters Park on the 23<sup>rd</sup> of June from 10:00-2:00. They would like to set up some transportable gazebos to run arts and crafts activities, face painting, short cooking/ healthy eating sessions, exercise class taster sessions and walking and 'normal' football sessions/ games all of which would be conducted by qualified and insured providers. They would also like to have some garden games and make available sports equipment for attendees use in the Tennis and basketball courts. They would conduct appropriate risk assessments and they have experience running similar events. The event would be free and open to everyone.

Due to this event being proposed to be held only one week prior to the Food Festival and the Parish Fair, it was felt that it would detract attendance to the latter one and proposed that it was refused and to request that they hold the event later in the year. Agreed.

(c) Tenders for Erecting Fencing.

Two prices were obtained for the erection of additional Palisade Fencing and Mesh Fencing for the new dog area within Carters Park

1. £2800

2. £2225

It was proposed and **agreed** to accept quote number 1, as they had the correct equipment, would be able to complete it quicker and their previous work had been exemplary.

### **9. Cemeteries- Park Road & Hallgate:**

(a) Cemeteries report. Councillor Paul reported that the major tree work had been completed in both Park Road and Hallgate Cemeteries and that on his visits on the previous weekend that they appeared good, with only the grass needing its first cutting to be done when weather allowed.

(c) Cemetery Chapels Report and Request to set Markers: the Clerk reported that a request had been made by the Cemetery Chapels Trust (previously circulated) to set sunken markers near the graves that would be highlighted on their 'Cemetery Trails' leaflets, following the successful activities that had been run the previous year.

**Agreed.**

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

Holbeach Memorial Company- Memorial to late John Malcolm Brown

Holbeach Memorial Company- Memorial to late Raymond Stanberry

Richard King Memorials – Memorial to late Leslie & Pamela Biggadike

M J Coates- Additional Inscription for late Eric Victor Casey

#### **10. Closed Churchyard:**

(a) Councillor Paul Gunn had nothing to report other than below.

(b) Request from PCC (previously circulated). Councillor Gunn went through the following requests:

1. Broken Branch in tree at front of Church. Members informed that this work had already been completed.

2. Re-shaping the mature fir tree, near entrance to church from High Street, to enable putting on Christmas lights at the appropriate time. Members felt that do to position and the York flagstones, it would be impossible to use elevated lift and would have to be done via ladder which staff would not be allowed to do and also that the nature and shape of tree would not lend itself to the reshaping. It was proposed to not comply with request. **Agreed.**

3. Resurfacing of footpath across Churchyard. (All but this one being done by LCC in April). It was proposed that as no monies were available or allowed for in the precept and that the actual footpath was not the responsibility of the Parish Council and finally what work was needed was not actually clarified this request be refused. **Agreed.**

Councillor Rachel Flood asked if the low hanging tree canopies could be addressed, Councillor Gunn stated that he would investigate.

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

Councillor Rachel Flood reported that the Football Club were in the process of replacing the broken gate at the playing field.

#### **12. Planning Applications:**

Councillor Maureen Male reported that all current applications had been commented on where appropriate up to the previous week; the remainder would be completed that week.

### **13. Property:**

(a) Councillor Isobel Hutchinson informed Members that remedial work had started on the vacant 4 High Street premises and that a new tenant had been found who would take over the tenancy from April. Councillor Hutchinson also informed Members that the agreed new signage with Logo was progressing well and be placed on everything going forward. She also stated that two new potential tenants had approached the Council with a view of renting office space.

(b) Decision on Library v Coubro Chambers. Councillor Hutchinson informed Members that no decision had come forward on the availability or cost of the Library despite requests and it was necessary to make a decision on whether to continue with this or spend money on the continued improvement to Coubro Chambers and if remaining at Coubro then the work needed to progress, especially with the viability of two new tenants, which would make the building self-financing.

It was proposed that the Parish Council remain at Coubro Chambers, it was counter proposed that the Parish Council defer the matter until the April meeting for the Chairman of Properties to get pricing for (possible) purchase of the Library and costs of work needed to accommodate the Parish Council and the cost and proposals for work to modernise Coubro Chambers. The second proposal was **agreed**, no vote taken on first proposal.

Councillor Terry Harrington requested that his proposal to remain at Coubro be recorded.

Councillor Hutchinson informed Members that she would obtain the figures etc. on costings required but felt that a decision must be made at the April Parish Council meeting

(c) Football Club Rent review: Councillor or Hutchinson informed Members that it had been agreed with the Football Club that their rent would remain unchanged, but they would take over the responsibly got cutting the grass and marking out the pitch for matches.

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

(a) Councillor Paul Brighton presented the cheques for payment of £20618.55 as per list. **Annexed. Agreed.**

The notes from the Finance Working Party on the 5<sup>th</sup> February were **agreed**.

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

**HOLBEACH PARISH COUNCIL** **2017-  
2018**

**LINCOLNSHIRE**

**BANK RECONCILIATION AS AT 28<sup>TH</sup> FEBRUARY 2018**

**BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	2870.24	
LESS UNPRESENTED CHEQUES	3828.36	*
	<u>-958.12</u>	
BUSINESS SAVER 90915394	14808.56	
CCLA ACCOUNT	80134.76	
FIDELITY INVESTMENT	50000.00	
COIF	50.00	
	<u>144035.20</u>	LINE 8

**CASH BOOK**

BALANCE BROUGHT FORWARD	94382.92	
ADD RECEIPTS	266435.02	
	<u>360817.94</u>	
LESS PAYMENTS	216782.74	
	<u>144035.20</u>	LINE 8

**\*UNPRESENTED CHEQUES**

708373	258.00
Credit card	3570.36
total	3828.36

**15. Staffing Matters:** Resolve to go 'In Closed Session'. **Agreed.**

**16. Forward Plan:** Councillor Rita Rudkin informed Members of a 'Holbeach Town Green Action Plan' she had been involved with from 2008-2009 and the similarity with problems that still exist today.

**17. Artwork / TV Programme:** Councillor Paul Foyster informed Members that he had been in contact with as many groups as possible to try and involve them but had not received any replies to date

**18. Data Protection, HR Working Party and Social Media Working Parties. Reports and agree policies:**

Councillor Paul Brighton informed Members that that he was proposing that the following policies and documents be adopted

- a. Internet usage policy
- b. Social Media policy
- c. E-Mail signature disclaimer
- d. Marketing Permission
- e. Retention Schedule
- f. Details re the information Holbeach PC process.

All the above policies as proposed and **agreed.**

**19. Any Other Business by leave of Chairman:**

Councillor Val Gemmell informed Members that she would be attending a LALC meeting the following week in her role as a committee member and if anyone had any issues or topics they wished raised to let her know.

Councillor Paul Foyster informed Members that he was having problems attending the Wynd Farm grant board meeting due to them clashing with his other commitments and asked for a volunteer to take over the role. The new Member, Councillor Tony Lomax agreed to take over the role

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

April 9th 2018, at the Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

- **Decision on Library v Coubro**
- **Best Kept Village Competition**
- **Request silhouette statue Park road cemetery**

**The public meeting ended and closed at 8.48pm. and then going 'In Closed session'**

**In Committee Minutes:**

**15. Staffing Matters.**

The Clerk reported on the successful review of the new Assistant Park Groundsman and his wage review.

**The meeting ended and closed at 8.55pm**

Chairman:

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## Holbeach Parish Council

**A Meeting of Holbeach Parish Council was held on Monday 10<sup>th</sup> April 2017 at the Methodist Church Hall, Albert Walk, Holbeach, commencing at 7.01 p.m. following the Public Open Forum.**

Present: Councillors: Isobel Hutchinson, Martin Howard, Maureen and Arthur Male, Paul Gunn, Paul Brighton, John Spencer, Kelly Wilson, Terry Harrington, Rita Rudkin, Rachel Flood, Kay Piccaver, and Graham Rudkin,

Winston Brown (the Press) and County Councillor Nick worth.

Chris Seymour: Clerk and four members of the public were in attendance.

**1. Apologies:** Councillors Paul Foyster, Val Gemmell, Julie Barker, Carol Rudkin, and Emma Armiger

**2. Declarations of interest:** The Chairman informed Members that the 'Declaration of Interest' book was available and Members could sign at any time during the meeting if they needed to.

**3. Minutes of the previous meeting.** The minutes of the previous meeting held on 13<sup>th</sup> March 2017, as circulated were approved and signed by Councillor Isobel Hutchinson, as the Chairman, as a true and accurate record. **Agreed.**

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

(a). Police: The Police were not in attendance.

Councillor Kelly Wilson informed Members that there had been a spate of car wheel thefts in the Parish, the police had been informed.

The Clerk reported a comment received from a previous Councillor, that Cars and Motorcycles were congregating in Holbeach Hurn Village Hall Car Park on a Friday, Saturday and Sunday night after 10.30- 11.00pm on a regular basis, leaving litter and sometimes vandalism and would contact the Police to ask if they could drive through the village at some of those times.

(b). County Matters: County Councillor Nick Worth reminded Members that there would be a County Council Election on the 4<sup>th</sup> May and encouraged all to cast their vote, for whichever candidate the preferred.

(c) Duck Signs and Zebra crossing: County Councillor Worth suggested that the Parish Council write to the County Highways Department requesting this item, as they were aware. **Agreed.**

### **5. Highway Matters:**



(a) Road Closures: The Clerk advised the meeting of temporary road closures within Holbeach on 23<sup>rd</sup> April for the St Georges Day Parade.:

**6. Allotments:** Councillor Graham Rudkin reported that all the sites were let, all the Allotment rent demands had been sent and they were starting to be paid. Councillor Rudkin also informed Members that four spotlights had been erected on the Battlefields Lane site to try and prevent further thefts and break-ins.

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

(a) Councillor Isobel Hutchinson informed Members that the official opening of the newly installed outdoor fitness equipment would be on St Georges Day, 23<sup>rd</sup> April at 1.30pm and invited all Members to attend.  
Councillor Graham Rudkin stated that he wanted to thank the staff for the excellent job in clearing Stukeley Grounds

(b) Request from Rotary Club- Use of Park for Teddy Bears Picnic event on Monday 29th May 2017. It was proposed and **agreed** for this event to be allowed

(c) Request for use of Stukeley Grounds for training purposes- The Army Cadets. It was proposed and **agreed** for this event to be allowed

(d) Friends of Holbeach Park – Councillor Kay Piccaver stated that the initial meeting of the group had gone well and their next meeting was on the 15<sup>th</sup> May at the Holbeach Hub.

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

(a) Councillor Martin Howard reported that the standpipes within Hallgate Cemetery had been replaced by the Cemetery Keeper. Councillor Howard informed Members that he had visited the Tree of Lebanon along with the Clerk, following information from one of the tree surgeons and further deterioration had occurred, with a large amount of broken tree limbs hanging in the canopy, and that he had got the Cemetery Keeper to cordon it off for safety reasons.

(b) Tree of Lebanon- Open Tenders and consider options: only two tenders received.

Marcus Goose reduce and brace £3500

Atkins Landscaping reduce and brace £3750

Marcus Goose fell to ground level £5600

Atkins Landscaping fell to ground level £7200

Marcus Goose fell to height of two metres £4900

After debate two proposals were put forward 1. To reduce and brace initially, to try and save the tree and 2. To Fell to a height of two metres.

A vote was taken on both motions; two votes in favour of option one, and six in favour of option two. It was **agreed** to go with option two and Marcus Goose to do the work at a cost of £4900.

The option of making the remaining two metre stump into a tree sculpture would be looked at on a future date.

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

Holbeach Memorial Company – Memorial to late Ernest Ingle - Park Road Cemetery

(d) Cemetery Chapels: Councillor Martin Howard had nothing to report on this matter.

The Clerk reported a request from the Cemetery Chapels Trust to hold a Midsummer Concert on the 21<sup>st</sup> June in the chapels at 7pm. It was proposed and **agreed** for this event to be allowed

**9. Closed Churchyard:** Councillor Martin Howard requested that the Parish Council contacted in regard to replacing the two trees that had been lost in the churchyard. Councillor Isobel Hutchinson proposed that the Chairman of Cemeteries liaise with Councillor Graham Rudkin, who was in the process of implementing new plans for the Closed Churchyard. **Agreed.**

Councillor Graham Rudkin informed Members that he had installed a picnic bench within the churchyard, the bases for the new flower tubs would be installed within the next two weeks, the new fencing would be erected in the next month and plans were in progress to landscape and improve the cremated remains area.

**10. Holbeach Bank Playing Field:** Councillor Rachel Flood reported that the dog bins were not being emptied and requested some bag bags, Clerk to arrange.

Councillor Flood informed Members that a fundraising day would be held on 29<sup>th</sup> April on the Playing Field.

Councillor Flood asked for one item to be taken 'In Committee' **Agreed.**

## **11. Planning Applications:**

Councillor Maureen Male reported that all current applications had been commented on where appropriate. Councillor Male reported there had been some success in SHDC appearing to listen to the Parish Councils opinions and asked Members for comments on the Wignals Gate proposal.

**12. Property:**

In Councillor Emma Armiger's absence the Clerk reported that the new windows and doors had been installed in the Football Club changing rooms and the Sports Pavilion within Carters Park.

**13. Financial Statement and Accounts for Approval:**

(a) Councillor Paul Brighton presented the Cheques for payment of £19,012.52 as per Annexed. **Agreed.**

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

**HOLBEACH PARISH COUNCIL 2016-17  
BANK RECONCILIATION AS AT 31<sup>st</sup> MARCH 2017  
BANK ACCOUNTS**

CURRENT ACCOUNT 50494844	2700.98
LESS UNPRESENTED CHEQUES	<u>37257.63</u> *
	-34556.65
TRACKER ACCOUNT 90321444	0.00
TRACKER ACCOUNT 10257125	0.00
BUSINESS SAVER 90915394	128889.57
COIF	<u>50.00</u>
	94382.92

**CASH BOOK**

BALANCE BROUGHT FORWARD	88402.09
ADD RECEIPTS	<u>267092.14</u>
	355494.23
LESS PAYMENTS	<u>261111.31</u>

94382.92 this being the new balance

going forward for 2017-2018

**\*UNPRESENTED CHEQUES**

708389	29.99
708419	54.00

708426 24648.24

708427 8745.00

708430 2900.00

Credit card 880.40

total 37257.63 \*

(c) Financial Strategy Document: Councillor Paul Brighton presented to Members the Holbeach Parish Council Financial Strategy Investment Document (**annexed**) that he had prepared and presented to the Finance Working Party and asked Members to approve it. **Agreed.**

(d) Update on Investment Proposals: the Chairman of Finance advised Members that himself and the Clerk will still be awaiting an appointment with the financial advisors which was now arranged for 18<sup>th</sup> April.

(e) Subscription costs- LALC and LCR Newsletters: The Clerk explained that to continue receiving hard copies of both these newsletters would now involve an extra charge of £5 and £17.50 respectively, but electronic copies would remain free of charge and be easier to distribute to Members. It was proposed and **agreed** to receive only the electronic copies.

(f) Request for Donation re Trophies: Holbeach Army Cadets had sent a request for the Parish Council to donate £500 towards the cost of trophies for the Cadets. As this item was not allowed for in the precept it was proposed that it be refused, but a letter sent inviting them to make a request for future years and also to contact either Tesco's, who were keen to support local groups or the Holbeach United Charities who also like to support local ideas. **Agreed.**

(g) Request for Donation - South Holland Explorer Scouts had sent a request for a donation towards Camping Equipment and New Tents. As this item was not allowed for in the precept it was proposed that it be refused, but a letter sent inviting them to make a request for future years and also to contact either Tesco's, who were keen to support local groups or the Holbeach United Charities who also like to support local ideas. **Agreed.**

(h) Request from Holbeach in Bloom: Holbeach in Bloom had sent a request for their annual donation towards their work in the Town. It was proposed and **agreed** to make the usual donation of £2000.

#### **14. Holbeach Town Business Premises and Trading:**

The Chairman, Councillor Isobel Hutchinson informed Members that she was personally getting tired of all the Councils getting the blame for the present decline of shops within the town, the Parish Council had no control over the business rates, rents and ownership of the properties and that the people who complain that it is all

the Councils fault should stand for election next time if they thought they could do better. The Public cannot be forced to shop and purchase within the town. County Councillor Nick Worth congratulated the Chairman on her response and stated that retail was suffering everywhere not just in Holbeach. County Councillor Worth outlined a possible plan to put in place a fund from Local District, and County Members funds and Parish finances that could be used to improve some of the shop fronts via an application /grant process.

**15. Consider opportunity to adopt Telephone Kiosk:** to go on next agenda

**16. Holbeach United Charities:** The Clerk informed Members that he had received a request from the Holbeach United Charities for a trustee to be appointed from the Parish Council, it was proposed and **agreed** that Councillor Terry Harrington be appointed a trustee.

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

**18. Any other business by leave of Chairman:** Councillor Rachel Flood requested information on which areas and responsibilities of the town the County and District Councils were responsible for. The Clerk to inform Councillor Flood.

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

May 8th 2017, Methodist Church Hall, Albert Walk, Holbeach at 7pm.

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

**The meeting ended and closed at 8.10pm**

Chairman.....