



## Minutes of the Extraordinary meeting of Holbeach Parish Council on Friday 2<sup>nd</sup> June 2023 at 19:00 at Coubro Chambers, 11 West End, Holbeach

	In attendance	Apologies given	Non Attendance
<b>Holbeach Parish Council,</b>	Cllrs: C Turner, S Hutchinson, M Murfet, R Stevens, T Wiltshire, P Howden, R Flood, P Savory  Clerk: Jan Hearsey	Cllrs: P Ward, I Hutchinson	
<b>Public including Councillors</b>	1 member of the public		

*Chair Cllr C Turner instated Standing Orders and opened the meeting at 19:00*

### 2023/4-018 Apologies for absence

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

Apologies were received and accepted under the delegated powers of the Clerk from:  
Cllr P Ward & Cllr I Hutchinson

### 2023/4-019 Declarations of interest.

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

None

### 2023/4-020 Projects

- a) It was **resolved** to agree the way forward with project processes for current funding in that a project planning document should be completed for each project

**Chair Cllr C Turner paused the meeting at 19:23 to allow Mr Adrian Sibley to speak and answer questions relating to the Changing Places Toilet.** He explained that there were issues with craning in a pod due to the trees. Access to the toilet would be via a radar key and through a keypad, the code for which would be provided by the office. He explained that Holbeach would be one of only a few places in South Holland with one of these facilities. The

suggestion was to renovate one of the changing rooms in the bowls club area. Councillors were keen to look at alternatives.

**Chair Cllr C Turner instated Standing Orders at 19:50 and the meeting continued**

- b) It was **resolved** to agree to defer the location of the Changing Spaces toilet
- c) It was **resolved** to agree to defer to move the budget from the Changing Places toilet to the access costs of the toilet

**2023/4-021 Working Party**

- a) It was **resolved** to agree to form the Chairs working party to commence the four-year plan – the members will be: Cllrs: C Turner, T Wiltshire, R Stevens, & M Murfet
- b) It was **resolved** to agree the process for beginning to draft the four-year plan in that we start with communicating with the Parish

**2023/4- 022 Events & PR Committee**

- a) To elect an interested member to the committee – Cllr C Turner was elected to the committee

**2023/4-023 Finance & Admin Committee**

- a) To elect an interested member to the committee – Cllr C Turner was elected to the committee
- b) It was **resolved** to agree the Data Impact Statement for the CCTV once the amendments had been made – Cllr S Hutchinson to email the amendments to the Clerk
- c) It was **resolved** to agree to move £500 from the admin training budget and £500 from PPES repairs & maintenance to IT
- d) It was **resolved** to agree an IT support contract (Cllr S Hutchinson requested her vote against be minuted)

**2023/4-024 Open Spaces**

- a) It was **resolved** to agree the cost of chipping the green waste as Atkins Landscaping & Tree Services
- b) It was **resolved** to agree the cost of the Kubota repairs

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

*Open meeting closed at 20:35*

*Closed meeting opened at 20:35*

**2023/4-025 HR, Health and Safety and Data Protection Committee**

- a) It was **resolved** to agree to ratify the recommendation of the Committee in regard to staff recruitment of a member of the Open Spaces team and ask them to start this coming week.



- b) For the former HR committee to resolve to agree the minutes of the HR, H & S & Data Protection Committee meeting of the 8<sup>th</sup> May 2023 and for Cllr Mark Murfet to sign as Chair of the Committee - These minutes were not approved
- c) It was **resolved** to agree the office procedures as amended and recommended by the committee – see appendix a

### 2023/4- 026 Security

- a) It was **resolved** to agree the security arrangements for the Council office building – access via side door using bell and calling in two hourly

*Meeting closed at 21:22*

Signed Chair.....Date.....

### Appendix a

- To do list – Councillors should email clerk@ to add/update something to the to do list – this will eliminate the office not being aware of something important being added without their knowledge.
- Office to forward relevant emails to committee only. The committee chair should include anything in their monthly report, if not already covered in the Clerks report
- Committee agendas and minutes to be sent to full council and direction to supporting documents due to risk of predetermination by those not on the committee.
- Office to deal with day-to-day business, enquiries and complaints and report important ones through Clerks report.
- Individual emails with no other person access