

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire**  
**DN36 5DL Lucy Waller - Clerk to the Council Telephone and Fax**  
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Dear Councillor

You are hereby summoned to attend the Annual Meeting of Holton-le-Clay Parish Council, which will be held on Tuesday 2<sup>nd</sup> May 2017 commencing at 7.00 pm in the Council Offices, Village Hall, Pinfold Lane, Holton-le-Clay. There will be a 30 minute Public Forum when members of the public may ask questions or make short statements to the Council.

Signed Emma Harris Clerk to the Parish Council. 26<sup>th</sup> April 2017

**AGENDA**

- 1. CHAIRMAN'S WELCOME:**
- 2. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2017/18 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2017/18 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 4. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF INTEREST:**
- 5. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 6. TO RECEIVE DECLARATIONS OF INTEREST:**
- 7. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 24<sup>TH</sup> APRIL 2017 AS CORRECT RECORDS:**
- 8. TO NOTE THE PROGRESS OF ACTIONS FROM PREVIOUS MEETINGS:**
- 9. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:**
- 10. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:**
- 11. TO RECEIVE REPORTS FROM OUTSIDE BODIES:**  
**DONG ENERGY**
- 12. TO ADJOURN THE MEETING FOR A MAXIMUM OF 30 MINUTES FOR THE PUBLIC FORUM:**
- 13. PLANNING MATTERS E.L.D.C:**

To resolve consultee comments:

N/085/00711/17 – Application to vary condition no.10 (delivery times) imposed on planning permission ref N/085/00588/16. LAND NORTH OF LOUTH ROAD, HOLTON LE CLAY

N/085/0709/17 – Extensions/alterations to existing dwelling to provide ground floor sitting room, garden store and utility with first floor bedroom over on site of the existing detached garage which is to be demolished. 26 TETNEY LANE, HOLTON LE CLAY

N/085/00685/17 – Extension and alterations to existing dwelling to provide a dining room and enlarged kitchen. 129 LOUTH ROAD, HOLTON LE CLAY

N/085/00705/17 – Erect 1 pair of semi-detached houses on the site of an existing village hall which is to be demolished and construction of a vehicular access. 55 CHURCH LANE, HOLTON LE CLAY

**14. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:**

**15. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;**

**NDP**

**MERC**

**16. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2017/18:**

**LAST REVIEWED APRIL 2017, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.**

**17. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2017/18:**

**LAST REVIEWED AUGUST 2016 – DUE FOR REVIEW JULY 2017 BUT CONTINUALLY UPDATED WHEN NEEDED**

**18. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2017/18:**

**UPDATED APRIL 2017 AS NOT UPDATED SINCE 2014**

**- ITEMS TO BE REMOVED: Play Equipment Jack and Jill Climber**

**PC Samsung Fax/Scan/Photocopier**

**- ITEMS TO BE ADDED: Play Equipment Zip Wire, Play Equipment Trim Trail, War Memorial, Flag Pole, Litter Bins, 3x Notice boards, Defibrillators x2**

**19. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2017/18:**

**LAST REVIEWED FEBRUARY 2017**

**20. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2017/18:**

- Health and Safety reviewed February 2017 next review January 2018

- Grievance reviewed March 2017 next review February 2018
- Equal opportunities reviewed May 2016 Reviewed by clerk May 2017 – no changes
- Safeguarding Reviewed June 2016 due for review May 2017
- Lone Working Policy reviewed December 2016 due for review November 2017
- Disciplinary reviewed December 2016 due for review November 2017
- Harassment Reviewed December 2016 due for review November 2017
- Complaints reviewed February 2017 due for review January 2018
- Publication Scheme Reviewed February 2017 due for review January 2018
- Press and Media reviewed July 2016 due for review June 2017
- Freedom of Information Reviewed December 2016 due for review November 2017
- Data Protection reviewed December 2016 due for review November 2017
- Parish Councillor Protocol reviewed February 2017 due for review January 2018

**21.TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2017/18:**

**22.TO CERTIFY THE ANNUAL ACCOUNTING STATEMENTS:**

**23.TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS:**

**24. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT AND ACCOUNTS STATEMENTS:**

**25.TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2017/18:**

- Virgin Media
- BT
- Scottish Power Gas/Electricity
- PWLB
- Data Protection Services
- Anglian Water

**26.TO CONSIDER INSURANCE QUOTES AND RESOLVE AN INSURER:**

**27.TO APPROVE BURIAL FEES FROM MAY 2017:**

**28.TO ADOPT THE WISH LIST:**

**29.TO NOTE YEAR END SURPLUS FUNDS AND RESOLVE ANY ACTION IF NECESSARY:**

**30.FINANCIAL MATTERS:**

**31.PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL ACCEPTS THE OFFER OF ADDITIONAL CAR PARK LIGHTING FROM MERC. QUOTE CIRCULATED TO MEMBERS**

**32.PROPOSED BY COUNCILLOR STEVE PRATT THAT A NEW PETROL MOWER IS PURCHASED FOR THE USE OF THE MAINTENANCE OPERATIVE AS THE CURRENT ONE IS BEYOND REPAIR.**

**AMAZON – SOVEREIGN PUSH PETROL MOWER £149.99 PLUS DELIVERY**

**ARGOS – CHALLENGE PUSH PETROL MOWER £129.99**

**B&Q- VALUE LM40 PETROL MOWER £112.00**

**33.TO RECEIVE AN UPDATE ON THE BEST KEPT VILLAGE ENTRY FROM COUNCILLOR REYNOLDS**

**34.CLERKS REPORT:**

**35.ITEMS FOR NEXT AGENDA:**

**36.TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.**

**37.STAFFING MATTERS:**

**38.TIME AND DATE OF NEXT MEETING:**

**Annual Parish Meeting Monday 8<sup>th</sup> May 2017.**