

**MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY
PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE,
HOLTON LE CLAY, DN36 5DL MONDAY 18th MARCH 2024 AT 7.15pm**

Present:

Councillor Mik Boon (Chairman)
Councillor Paul Rowntree
Councillor Helen Reynolds (Vice Chair)
Councillor Chris Lyons
Councillor David Springett
Councillor Patrick Warrener
Councillor Anne Wheeler
Councillor Matthew Starr
Councillor Steve Smith

Councillor Terry Aldridge – East Lindsey District Council

No members of the public

Public forum opened at 7.15pm and closed at 7.30pm

The meeting opened at 7.30pm

188. CHAIRMANS WELCOME:

The chairman welcomed all those present and thanked them for their attendance.

189. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Councillor Teresa Dodge and Councillor Hugo Marfleet (LCC) sent their apologies.

**190. TO RECEIVE DECLARATIONS OF INTEREST IN
ACCORDANCE WITH THE LOCALISM ACT 2011:**

Councillor Reynolds declared an interest as a member of MERC. Councillor Boon declared an interest in items 196, 197 and 198.

**191. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING
HELD ON 19th FEBRUARY 2024:**

The minutes of the full council meeting held on 19th February 2024 were accepted as a true record of proceedings.

192. TO RECEIVE AN UPDATE FROM MERC:

The Village Hall Committee is celebrating its 10 year anniversary this year and are planning an open day for residents on 11th May 2024. This will give the community the opportunity to see how the renovation of the village hall has progressed over the years.

193. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:

At a recent Planning Policy meeting there was discussion surrounding energy infrastructure and the National Grid consultation on new pylons and sub stations throughout the region.

194. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

Update sent via email from Councillor Hugo Marfleet. The County Council is to carry out a consultation regarding traffic restrictions in front of the shops on Louth Road. Parking in this vicinity is becoming dangerous and restrictions on parking have now been proposed. Councillor Marfleet has no further update on outstanding issues such as the flooding on Louth Road and the cycle path from the Maples estate.

195. MATTERS OUTSTANDING – REPORT CIRCULATED TO COUNCILLORS:

Matters Outstanding were noted.

196. TO CONSIDER INSTALLING 18 WOODEN POSTS ALONG THE CEMETERY DRIVEWAY TO PROTECT GRAVES FROM VEHICLES DRIVING THROUGH THE CEMETERY AT A COST OF £1260 BY D KIRK BUILDERS:

It was

RESOLVED: to install 18 wooden posts along the cemetery driveway using the village improvement reserve.

197. PROPOSED BY COUNCILLOR DODGE TO REPLACE THE FENCE PANELS AROUND THE OLD BIN STORE WITH RECYCLED PLASTIC FENCING OR TIMBER FENCING:

- **D KIRK BUILDERS TIMBER FENCING AND POSTS £750 (NO VAT)**
- **MH FENCING COMPOSITE POWDER COATED FENCING BOARDS AND POSTS £1595 (NO VAT)**

It was

RESOLVED: to replace the existing fence surrounding the bin store with a new timber fence and posts.

198. TO CONSIDER A QUOTE FOR THE RELAYING OF KERB STONES SURROUNDING HISTORIC GRAVES AT THE CEMETERY. IF THE KERB STONES CAN BE CEMENTED IN PLACE ON TO THE EXISTING CONCRETE BED THIS WOULD COST £100. IF IT IS NOT POSSIBLE TO DO THIS AND THE EXISTING CONCRETE NEEDS DIGGING OUT THIS WOULD INCREASE TO £300 PER GRAVE. IT SHOULD BE NOTED THAT THERE ARE SEVERAL GRAVES WITH LOOSE KERB STONES SO CONSIDERATION SHOULD BE GIVEN TO WHETHER IT WOULD BE MORE PRUDENT TO REMOVE THE KERB STONES COMPLETELY:

The costs of replacing kerb stones were noted by councillors. This will be revisited as and when topple testing is carried out in the spring and loose stones are identified as in need of re-fixing.

199. PROPOSED BY COUNCILLOR ROWNTREE TO HAVE SEVERAL SETS OF MINUTES BOUND PROFESSIONALLY INTO LEATHER MINUTE BOOKS SO THAT THEY ARE PRESERVED TO THE SAME STANDARD AS IN PREVIOUS YEARS:

- **HELIX BINDERS £28.88 PER VOLUME PLUS £10 DELIVERY. THIS INCLUDES SEWING AND GOLD TEXT TO THE SPINE. IF TEXT IS REQUIRED TO THE FRONT THIS WILL COST AN ADDITIONAL £4.16. THERE ARE CURRENTLY 9 VOLUMES**

THAT REQUIRE BINDING AND THERE IS £265 REMAINING IN THE STATIONERY BUDGET:

It was

RESOLVED: to have three sets of minute books sent away for binding.

200. PROPOSED BY COUNCILLOR REYNOLDS TO INSTALL A CONCRETE BASE ON THE CORNER OF HOLTON MOUNT FOR THE BENCH WHICH IS TO BE RELOCATED FROM THE FRONT OF 71 LOUTH ROAD. THE COST OF THIS WOULD BE £460 BY D KIRK BUILDERS BUT THE CO-OP WILL REIMBURSE THE PARISH COUNCIL FOR THIS. A STREET FURNITURE LICENCE HAS BEEN OBTAINED FROM LINCOLNSHIRE COUNTY COUNCIL:

It was

RESOLVED: to relocate the bench from outside the Co-Op on Louth Road to the grass verge on Holton Mount and for the Co-Op to reimburse the parish council for the work.

201. TO CONSIDER PAYING FOR THE VERTI-DRAIN OF THE 8 ACRES FOOTBALL PITCH AND ALSO ROLLING AND SEEDING BY GLENDALE:

- **VERTI-DRAIN £300 PLUS VAT**
- **ROLLING £225 PLUS VAT**
- **SEEDING OF THE PITCH £725**

It was

RESOLVED: to instruct Glendale to carry out verti-drain, rolling and seeding of the 8 Acres football pitch once the weather has warmed up and the grass has dried out substantially. A maximum budget of £1300 was set for this.

202. PROPOSED BY COUNCILL ROWNTREE TO PLACE A DISCLAIMER SIGN AT THE ENTRANCE TO THE A16

**MEMORIAL. AWAITING CONFIRMATION FROM LCC THAT
PERMISSION WILL BE GRANTED FOR THIS:
SIGNS EXPRESS £63.60 inc VAT**

This item was deferred until the April meeting as the clerk awaits a response from Lincolnshire County Council.

**203. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE A
D-DAY MEMORIAL FLAG FOR THE 80TH ANNIVERSARY OF THE
D DAY LANDINGS.**

- **5ft x 3ft FLAG WITH ROPE AND TOGGLES £24 INC VAT**

It was

RESOLVED: to purchase a D-Day Memorial Flag at a cost of £24 plus VAT.

204. FINANCE REPORT:

**HOLTON LE CLAY PARISH
COUNCIL**

FINANCIAL REPORT as at **29/02/2024**

CASH BOOK

Balance Brought forward	29/02/2024		
General Account			56,849.75
Burial Account			<u>8,565.23</u>
			65,414.98
Add - Income			
General Receipts		0.00	
Burial Receipts		<u>316.00</u>	
		316.00	<u>65,730.98</u>
Less - Expenditure			
General Payments		6,194.82	

Burial Payments		0.00	
			<u>6,194.82</u>
Balance Carried Forward	29/02/2024		<u>59,536.16</u>
<u>BANK BALANCES as at</u>			
	29/02/2024		
General Account per Statement		50,654.93	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared			50,654.93
Burial Account per Statement		8,881.23	
plus - receipts not cleared		0.00	
less - Outstanding Cheques			<u>8,881.23</u>
			7,157.55
TOTAL COUNCIL FUNDS AS AT			<u>59,536.16</u>

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE		59,536.16
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Junior Playing Field New Equipment	24.04	
Village Improvement Reserve	4,492.33	
muga renovation	13,966.11	
		31,482.48
Burial Account Bank Balance (upkeep of Cemetery)		<u>8,881.23</u>
		40,363.71
PRECEPT RECEIVED IN ADVANCE (see below)		
1 Month		<u>6,035.44</u>

46,399.15

***APPROX FUNDS AVAILABLE as**

at

29/02/2024

13,137.01

PRECEPT - is received in advance twice a year, therefore we usually have monies in our account representing spend in coming months.

***EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

The Finance Report was accepted as a true record of the Parish Council's finances.

205. FINANCIAL MATTERS:

March 2024 Payments

GENERAL	Payee	Invoice	
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£157.90
DD	BRITISH GAS	GAS - VILLAGE HALL	£261.19
DD	BRITISH GAS	ELECTRICITY - DEFIBRILLATOR	£25.63
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,863.69
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£66.25
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£583.33
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
BACS	SIGNS EXPRESS	WHAT 3 WORDS SIGNAGE	£90.00
BACS	CHERRY TREE SERVICES	CEMETERY TREE WORK	£50.00
BACS	WAVE	VILLAGE HALL WATER	£99.38
BACS	PWLB	PUBLIC WORKS LOAN	£4,604.31
BACS	KONIKA	PRINTER HIRE/USE	£41.58
BACS	KONIKA	PRINTER HIRE/USE	£9.02
BACS	M&J ELECTRICAL	REPLACE DAMAGED CABLE/CARPARK	£180.00
			£9,190.68
CREDIT CARD PAYMENTS			
	CLOUDNEXT	CLLR EMAIL	£17.98
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	SLCC	MEMBERSHIP RENEWAL	£229.00

AMAZON	CLEANING MATERIALS	£8.50
AMAZON	CLEANING MATERIALS	£30.45
		£297.93

The Financial Matters were accepted for payment.

RESOLVED

206. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED:

- **STAFFING MATTERS:**

Staffing Matters were resolved during closed session.

207. DATE AND TIME OF NEXT MEETING: MONDAY 22nd APRIL 2024 AT 7.15PM