

**MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL MONDAY 15<sup>th</sup> MAY 2023 AT 7pm**

**Present:** Councillor Paul Rowntree  
Councillor Matthew Starr  
Councillor Mik Boon (Chairman)  
Councillor Teresa Dodge  
Councillor Anne Wheeler  
Councillor Patrick Warrener

**In Attendance: Emma Portas, Clerk and RFO**  
**One member of the public**

Public forum opened at 7pm.

Former district councillor Phyll Smith gave feedback on some of the comments he received from residents during his election campaign. The main concerns raised were potholes, speeding on Church Lane and cars being parked on grass verges. He did suggest that a bye law could be applied for through the County Councillor but that any enforcement would be carried out by the local police – and numbers of officers are being reduced drastically this year.

Public forum closed at 7.12pm.

**1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2023/24 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR MIK BOON:**

Councillor Mik Boon was elected as Chairman for the year 2023/24 and duly signed the Declaration of Acceptance of Office.

**2. CHAIRMANS WELCOME:**

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

**3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2023/24 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR HELEN REYNOLDS:**

It was

RESOLVED: to elect Councillor Helen Reynolds as Vice Chair for the year 2023/24. It was RESOLVED to allow the declaration of acceptance of office to be signed at the June 2023 meeting.

**4. TO RECEIVE APOLOGIES FOR ABSENCE: -**

Councillor Helen Reynolds and District Council Terry Aldridge sent their apologies.

**5. UPDATE FROM DISTRICT COUNCILLOR:**

None present

**6. UPDATE FROM COUNTY COUNCILLOR:**

None present

**7. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**

- **PLANNING COMMITTEE (3 MEMBERS INCLUDING CHAIR)**
- **HR COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

Proposed by Councillor Rowntree to defer this item until the June 2023 meeting when their will hopefully be more councillors present.

DEFERRED.

**8. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17<sup>th</sup> APRIL 2023 AS A TRUE RECORD:**

The minutes for the full council meeting held on 20<sup>th</sup> 17<sup>th</sup> April 2023 were approved as a true record.

**9. TO APPOINT EMMA PORTAS AS THE RESPONSIBLE FINANCIAL OFFICER:**

It was

RESOLVED: to appoint Emma Portas as Responsible Financial Officer for the year 2023/24.

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

**MERC**

It was

RESOLVED: to appoint Councillor Reynolds and Councillor Dodge as MERC representatives for the year 2023/24

**11. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2023/24:**

It was

RESOLVED: to adopt the Councils Standing Orders for the year 2023/24.

**12. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2022/23:**

- Health and Safety reviewed February 2023 next review February 2024
- Financial Regulations reviewed September 2022 next review September 2023
- Grievance reviewed April 2023 next review April 2024
- Equal opportunities reviewed April 2022 next review April 2023
- Asset Register reviewed April 2023 next review May 2024
- Safeguarding Reviewed April 2023 due for review April 2024
- Lone Working Policy reviewed October 2022 due for review October 2023
- Financial Risk Management reviewed Feb 2023 next review Feb 2024
- Disciplinary reviewed October 2022 due for review October 2023
- Harassment reviewed October 2022 due for review October 2023
- Complaints reviewed July 2022 due for review July 2023
- Publication Scheme Reviewed February 2023 due for review February 2024
- Press and Media reviewed April 2023 due for review April 2024
- Freedom of Information Reviewed October 2022 due for review October 2023

- Data Protection reviewed October 2022 due for review October 2023
- Parish Councillor Protocol reviewed January 2023 due for review January 2024
- Social Media reviewed March 2023 due for review March 2024
- Financial Support and Grants reviewed March 2023 due for review March 2024
- Retention and Disposal Policy reviewed July 2022 due for review July 2023
- Data Breach Policy reviewed July 2022 due for review July 2023
- Community Engagement Strategy reviewed September 2022 due for review September 2023
- Training Policy reviewed Sept 2022 due for review September 2023
- Death of a Senior National Figure reviewed March 2023 due for review March 2024
- CCTV reviewed Nov 2022 due for review Nov 2023

It was

RESOLVED: to adopt all council policies for the year 2023/24

**13. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2023/24 (CIRCULATED BY EMAIL):**

The scheduled meeting dates were approved for the year 2023/24

**14. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2023/24:**

- Virgin Media
- BT
- British Gas - Electricity
- British Gas - Gas
- PWLB
- Data Protection Services
- Anglian Water

- Barclaycard
- Duncan Toplis (Payroll Services)
- NEST
- GIFFGAFF
- Cloudnext

The direct debits for the year 2023/24 were approved

**15. TO APPROVE BURIAL FEES FROM MAY 2023 – NO CHANGE:**

It was

RESOLVED: to approve the burial fees for the year 2023/24 with no changes.

**16. TO ADOPT THE GENERAL POWER OF COMPETENCE. MEMBERS ARE ADVISED THAT THE CLERK HAS COMPLETED HER PORTFOLIO AND PASSED THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CİLCA PG 2013). AS SUCH, THE PARISH COUNCIL IS ELIGIBLE TO ADOPT THE GENERAL POWER OF COMPETENCE PROVIDED THAT (a) THE NUMBER OF COUNCILLORS ELECTED AT THE LAST ORDINARY ELECTION, OR AT A SUBSEQUENT BY-ELECTION, EQUALS OR EXCEEDS TWO THIRDS OF ITS TOTAL NUMBER OF COUNCILLORS (DOES NOT INCLUDE CO-OPTIONS SINCE THE LAST ELECTION) (b) THE PARISH CLERK HOLDS AT LEAST ONE OF THE SECTOR SPECIFIC QUALIFICATIONS AND HAS PASSED CİLCA UNIT 7 GENERAL POWER OF COMPETENCE:**

It was

RESOLVED: to adopt the General Power of Competence for the year 2023/24

**17. TO AGREE TO TRANSFER A PORTION OF THE CEMETERY MAINTENANCE COSTS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT – THIS IS USUALLY £4750 BUT THE MAINTENANCE COSTS HAVE INCREASED THIS YEAR TO £7000 AND THE BURIAL ACCOUNT FUNDS DO NOT COVER THIS:**

Councillor Rowntree proposed that £5,000 is transferred from the burial account to the general account.

RESOLVED

**18. TO CONSIDER JOINING THE ICCM (INSTITUTE OF CEMETERY AND CREMATORIUM MANAGEMENT) AT A COST OF £95 PER YEAR. THIS WILL GIVE ACCESS TO SUPPORT, HELP AND ADVICE AND ACCREDITED TRAINING COURSES:**

It was

RESOLVED: to join the ICCM with a one-year subscription.

**19. PROPOSED BY COUNCILLOR WHEELER TO PURCHASE AND INSTALL TWO ADDITIONAL POSTS AT A COST OF £300 EACH TO ALLOW THE SPEED SIGNS TO BE RELOCATED AS NEEDED:**

It was suggested that additional posts are located on Church Lane near Bevers Way and on Louth Road near the Chemist.

It was

RESOLVED: to apply for permission to install two additional speed sign posts in the suggested locations.

**20. PROPOSED BY COUNCILLOR SPRINGETT TO PURCHASE A WILDLIFE CAMERA AS A REPLACEMENT FOR THE ONE THAT WAS RECENTLY STOLEN, AND ONE ADDITIONAL CAMERA FOR USE AROUND THE VILLAGE AS NEEDED. CABLE SECURITY LOCKS WILL ALSO BE REQUIRED FOR EACH DEVICE:**

- BUSHNELL CORE DS NO GLOW CURRENTLY £159 EACH IN THE SALE BUT MAY GO BACK UP TO £184.99 (IN VAT)
- 8mm CABLE LOCKING SYTEM £24.99 EACH (INC VAT)

A counter proposal was made by Councillor Rowntree to obtain prices for three substitute cameras since the wildlife cameras have not proven to be very successful.

It was

RESOLVED: to obtain prices for substitute cameras for the next meeting.

**21. TO CONSIDER REMEDIAL WORK FOR THE CEMETERY AS IDENTIFIED BY THE MAINTENANCE CONTRACTOR. ONLY ESSENTIAL WORK HAS BEEN QUOTED FOR. DETAILED QUOTES CIRCULATED TO COUNCILLORS:**

- WOODPECKER TREES £1140 inc VAT
- OT GROUNDS CARE LTD £800 SPECIALIST TREE WORK

- **OT GROUNDS CARE LTD £760 PER DAY FOR APPROX 8 DAYS LABOUR**
- **LINDSEY TREES £816 (INC VAT)**
- **MARSHMAN TREE SERVICES £700 PER DAY**
- **TREE FELLAS £1050 (NO VAT)**

It was

RESOLVED: to request Lindsey Trees carry out essential maintenance work at the cemetery, as per their detailed quote.

**22. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE AND INSTALL A MOTORBIKE INHIBITOR AT THE ENTRANCE TO THE 8 ACRES PLAYING FIELD FROM MAGNOLIA DRIVE:**

- **CENTREWIRE £370 + £135 P&P (EXCLUDES VAT)**
- **K Barriers LTD SIMPLE K BARRIER (FLAT PACK) £780 PLUS VAT; A FRAME WITH ATTACHED POSTS £700 PLUS VAT**
- **INSTALLATION D KIRK BUILDERS £170**

It was

RESOLVED: to purchase and install a motorbike inhibitor from Centrewire at a cost of £370 + £135 P&P + VAT PLUS INSTALLATION COST OF £170

**23. FINANCIAL MATTERS:**

May 2023 Payments

GENERAL		Invoice	
	Payee		
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£243.23
DD	BRITISH GAS	GAS - VILLAGE HALL	£251.02
DD	BRITISH GAS	ELECTRICITY - DEFIBRILLATOR	£28.30
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£3,043.99
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£57.61
BACS	GLENDALE	AMENITY GRASS/JPF	£697.92
BACS	GRIMSBY LIFTS	LIFT SERVICE	£132.00
BACS	S KULWICKI	INTERNAL AUDIT	£85.00
BACS	VIKING	STATIONARY SUPPLIES	£46.61

BACS	VIKING	STATIONERY SUPPLIES	£45.58
BACS	OLDEN THYMES LTD	CEMETERY MAINTENANCE	£703.33
BACS	LALC	SUBSCRIPTION RENEWAL	£722.16
BACS	RIALTAS	CEMETERY SOFTWARE	£300.00
BACS	H REYNOLDS	DRAIN COVERS VILL HALL	£11.90
BACS	BHIB	INSURANCE RENEWAL	£2,550.70
			£8,969.75
CREDIT CARD PAYMENTS			
	CLOUDNEXT	CLLR EMAIL	£17.98
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	BATTERY STATION	100 DURACELL FOR CAMERAS	£36.69
	SPECIALISED CANVAS	CORONATION FLAG	£38.34
			£105.01

The Financial Matters were accepted for payment.

**24. DATE AND TIME OF NEXT MEETING: MONDAY 19<sup>th</sup> JUNE 2023 AT 7pm**