

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 16th SEPTEMBER 2024 AT 7.15pm

Present:

Councillor David Springett (Chairman)
Councillor Helen Reynolds (Vice Chair)
Councillor Chris Lyons
Councillor Patrick Warrener
Councillor Anne Wheeler
Councillor Steve Smith

Councillor Terry Aldridge – East Lindsey District Council
Councillor Hugo Marfleet – Lincolnshire County Council

In Attendance: Emma Portas – Clerk and RFO

No members of the public

Public forum opened at 7.15pm and closed at 7.30pm

The meeting opened at 7.30pm

63. CHAIRMANS WELCOME:

The Chairman welcomed all those present and thanked them for their attendance. He gave his sincere thanks to outgoing councillor Mik Boon for his years of service and dedication to the parish council. He will be very much missed.

64. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received and accepted for Councillor Rowntree and Councillor Dodge. Councillor Starr was absent.

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

Councillor Wheeler and Councillor Reynolds declared an interest as members of HLC MERC.

66. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 15th JULY 2024:

The minutes of the full council meeting held on 15th July 2024 were approved and duly signed by the Chairman.

67. TO RECEIVE AN UPDATE FROM MERC:

Afternoon Tea is still very well attended by residents.

One of the caretakers of the village hall has recently retired which leaves only one full time and one part time caretaker. They may advertise for a new caretaker in the near future to work on an ad hoc basis to cover annual leave and sickness.

The next quiz nights will be held on 28th September 2024 and 14th December 2024.

The annual Remembrance Day lunch will be held at the village hall on 10th November 2024.

A Christmas Market is being organised for 16th November and Father Christmas will be making an appearance.

The November Afternoon Tea will also be an information day with various organisations attending to give advice to residents.

68. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:

Councillor Aldridge attended a Planning Policy meeting last week at which the revised National Planning Policy Framework was discussed.

69. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

Councillor Marfleet gave the following updates:

- The long overdue cycleway at the Maples Development is now finally progressing. An agreement has been drawn up for the developer to sign but no date has yet been given as to when it will be completed.
- The drainage issues on Church Lane will be investigated in the next financial year and it is hoped that a resolution will be found.
- The overhanging tree in Champions Close will undergo a crown lift and trimming in October of this year.

- The planned double yellow lines for Louth Road shops have been agreed but no time scale has been given as to when they will be completed.

Councillor Marfleet left the meeting at 8.00pm

70. TO NOTE MATTERS OUTSTANDING – REPORT CIRCULATED

TO COUNCILLORS:

Matters Outstanding were noted by councillors.

71. TO REVIEW THE FOLLOWING POLICIES AND IMPLEMENT

CHANGES:

- **FINANCIAL REGULATIONS (NO CHANGE)**
- **CIVILITY AND RESPECT (NO CHANGE)**
- **COMMUNITY ENGAGEMENT (NO CHANGE)**
- **TRAINING POLICY (NO CHANGE)**
- **CEMETERY HANDBOOK (OFFICE OPENING HOURS UPDATED)**
- **SICKNESS ABSENCE (NO CHANGE)**
- **PRIVACY POLICY (EMAIL ADDRESS UPDATED)**

Policy updates accepted with suggested changes.

RESOLVED.

72. TO CONSIDER A QUOTE FROM WOODPECKER TREES FOR CONDUCTING A TREE AND HEDGE SURVEY OF THE 8 ACRES FOR £960 INC VAT. TWO OTHER COMPANIES WERE CONTACTED FOR QUOTES – ONE WAS UNABLE TO CARRY OUT THE WORK AND THE SECOND DID NOT PROVIDE A RESPONSE. WOODPECKER TREES PREVIOUSLY QUOTED £1140 INC VAT TO FLAIL ALL BOUNDARY HEDGES AND REMOVE ALL ARISINGS:

Proposed by Councillor Wheeler to take no action at this time. The cost to the parish is too expensive and as there are no health and safety issues, the expenditure cannot be justified at this time.

AGREED

73. TO CO-OPT ADDITIONAL MEMBERS TO THE HR COMMITTEE AND PLANNING COMMITTEE IN ORDER TO MAINTAIN A QUORUM:

Councillor Lyons was co-opted as a member of the HR Committee.

Councillor Reynolds was co-opted as a member of the Planning Committee.

74. PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL PURCHASE A COMMEMORATIVE PLAQUE FOR A BENCH DONATED TO THE VILLAGE HALL BY THE FAMILY OF THE LATE JEAN JOHNSON. THE BENCH IS TO BE PLACED AT THE FRONT OF THE HALL. THE COST OF THIS IS £54 FOR PURCHASE AND INSTALLATION BY SIGNS EXPRESS:

AGREED.

75. AS HEADSTONE TESTING IS NOW UNDERWAY A BUDGET NEEDS TO BE SET FOR STAKING AND BANDING. SERENITY MEMORIALS ARE WILLING TO PROVIDE THE SERVICE AT £15 PER MEMORIAL. AT THE MOMENT ALL OF SECTION A HAS BEEN TESTED AND SO FAR, ONLY HALF A DOZEN HAVE BEEN IDENTIFIED AS UNSAFE. A POSSIBLE BUDGET OF £300 WOULD COVER 20 MEMORIALS:

AGREED.

76. VOLUNTEERS ARE NEEDED TO TEST THE FIRE ALARMS AT THE VILLAGE HALL ONCE PER MONTH. THE PROCESS SHOULD TAKE NO LONGER THAN HALF AN HOUR:

Councillor Springett volunteered to test the fire alarms on a monthly basis.

77. TO CONSIDER REPLACING THE BROKEN POST AT THE CEMETERY AT A COST OF £150 INCLUDING DELIVERY AND INSTALLATION. ADDITIONAL POSTS ARE PRICED AT £15 EACH AND IT MAY BE SENSIBLE TO ORDER EXTRA POSTS IN ORDER TO AVOID DELIVERY CHARGES IN THE FUTURE:

Proposed by Councillor Springett to purchase and install a replacement post plus four additional posts to be purchased and held as spares at the village hall.

AGREED.

78. PROPOSED BY COUNCILLOR REYNOLDS TO SET ASIDE £100 FROM THE VILLAGE IMPROVEMENT FUND FOR THE PURCHASE OF SPRING BULBS FOR THE VILLAGE:

AGREED.

79. TO CONSIDER A RESIDENT REQUEST FOR PARISH COUNCIL PERMISSION FOR THEM TO APPLY TO THE HIGHWAYS AUTHORITY FOR A STOPPING UP ORDER UNDER S116 OF THE HIGHWAYS ACT 1980. THIS IS IN RELATION TO A SMALL PARCEL OF LAND NEXT TO THE RESIDENTS PROPERTY IN HOLTON COURT. THE LAND IS NO LONGER CONSIDERED NECESSARY AS PART OF THE PUBLIC HIGHWAY:

There were no objections to this request.

80. TO CONSIDER PRICES FOR THE UPCOMING RENEWAL OF THE DEFIBRILLATOR ELECTRICITY CONTRACT:

BRITISH GAS

	1-year fixed price	2-year fixed price	3-year fixed price	Variable price plan	Current prices
Standing Charge (p/day)	117.409	114.911	112.413	124.903	90.509
Unit charge (p/kWh)	28.361	27.757	27.154	30.171	31.771

EDF

	1 – year fixed price	2-year fixed price	3-year fixed price	Variable price plan	Current prices
Standing Charge (p/day)	0.60	0.60	0.60	Only available from current supplier	90.59
Unit charge				Only	

(pkWh)	25.1	25.6	26.1	available from current supplier	31.77
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Councillor Springett proposed that a 3-year fixed contract is entered into with EDF Energy.

AGREED.

81. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL					
<u>FINANCIAL REPORT as at</u>			30/08/2024		
<u>CASH BOOK</u>					
Balance Brought forward			30/08/2024		
		General Account			62,328.56
		Burial Account			1,394.50
					63,723.06
Add - Income					
		General Receipts			64.18
		Burial Receipts			120.00
					184.18
					63,907.24
Less - Expenditure					
		General Payments			6,561.06

		Burial Payments			0.00	
					6,561.06	
		Balance Carried Forward	30/08/2024			57,346.18
		<u>BANK BALANCES as at</u>	30/08/2024			
		General Account per Statement			55,831.68	
		less - Outstanding Cheques			0.00	
		plus - Receipts not cleared				
						55,831.68
		Burial Account per Statement			1,514.50	
		plus - receipts not cleared			0.00	
		less - Outstanding Cheques				
						1,514.50
						7,157.55
		TOTAL COUNCIL FUNDS AS AT				57,346.18
		<u>ALLOCATION OF FUNDS -</u>				
		TOTAL FUNDS, PER ABOVE				57,346.18
		RESERVES				
		Parish Council Minimum Reserve		13,000.00		
		Junior Playing Field New Equipment		24.04		
		Village Improvement Reserve		3,928.17		
		muga renovation		14,966.11		
						31,918.32

	Burial Account Bank Balance (upkeep of Cemetery)					1,514.50	
						33,432.82	
PRECEPT RECEIVED IN ADVANCE (see below)							
	2 months					12,795.42	
							46,228.24
*APPROX FUNDS AVAILABLE as at				30/08/2024			11,117.94
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 finances.

82. FINANCIAL MATTERS:

September 2024 Payments

GENERAL	Payee	Invoice	
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£118.45
DD	BRITISH GAS	GAS - VILLAGE HALL	£112.19
DD	BRITISH GAS	ELECTRICITY - DEFIBRILLATOR	£27.40
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,674.07
BACS	LALC	CLLR TRAINING	£36.00
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£70.22
BACS	CS PAINTING	VILLAGE HALL SIGN POST PAINTING	£190.00
BACS	M&J ELECTRICAL	LED REPLACEMENT	£204.00
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£670.00
BACS	PWLB	VILLAGE HALL LOAN	£4,604.31

BACS	D E SKELLS	VILLAGE GRASS CUTTING	£1,620.00
BACS	OLDEN THYMES	WEED SPRAYING	£1,000.00
			£11,377.04
CREDIT CARD PAYMENTS			
	CLOUDNEXT	CLLR EMAIL	£17.98
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	AMAZON	GUTTER BRUSH	£24.49
	AMAZON	PADLOCKS 8 ACRES	£21.98
			£76.45

All Financial Matters were approved for payment.

83. DATE AND TIME OF NEXT MEETING: MONDAY 21ST OCTOBER 2024 AT 7.15PM