

HOLTON-LE-CLAY PARISH COUNCIL
Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire
DN36 5DL Emma Harris - Clerk to the Council Telephone and Fax 01472
234566

E mail: HLC.PC@btconnect.com Website:
<http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the next meeting of Holton-le-Clay Parish Council, which will be held on Monday 19th December 2016 commencing at 7.00pm 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.

Signature: *Emma Harris* Clerk to the Parish Council 14th December 2016

AGENDA

204. CHAIRMANS WELCOMING COMMENTS:

205. TO RECEIVE APOLOGIES FOR ABSENCE:

206. TO RECEIVE DECLARATIONS OF INTEREST:

207. TO APPROVE THE PUBLIC AND PRIVATE MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 28th NOVEMBER 2016.

208. TO NOTE THE PROGRESS OF THE ACTIONS FROM PREVIOUS MEETINGS:

209. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:

210. TO RECEIVE A REPORT FROM THE ELDC DISTRICT COUNCILLORS:

211. TO RECEIVE REPORTS FROM OUTSIDE BODIES;

- **NDP GROUP – written report circulated to members**

212. TO ADJOURN THE MEETING FOR A PUBLIC FORUM: (30 MINUTE MAXIMUM)

213. PLANNING MATTERS ELDC:

- **MEMBERS RESPONSE TO**

N/085/02329/16 – Extension to existing office/store to provide a lobby and additional store and the erection of a detached double garage.

N/085/02432/16 – Change of use of land for the siting of 6 storage containers (works started)

214. PROPOSAL FROM COUNCILLOR REYNOLDS THAT IT IS MINUTED THAT ALL EMAILS BETWEEN COUNCILLORS SHOULD INCLUDE ALL COUNCILLORS AND ALWAYS HAVE THE CLERK AND THE CHAIRMAN COPIED IN.

215. PROPOSAL FROM COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL ACCEPTS MERCS OFFER TO PROVIDE AND INSTALL

- CAR PARK LED LIGHTING TO THE REAR OF THE VILLAGE HALL

A NOTICEBOARD OUTSIDE THE POLICE STATION

AT LEAST ONE DEFIBRILLATOR TO BE ATTACHED TO THE FRONT OF THE VILLAGE HALL IN A LOCKED CASE

216. TO ACCEPT DOCUMENT REVIEW FOR THE FOLLOWING:

COUNCIL FREEDOM OF INFORMATION POLICY – NO CHANGE

DATA PROTECTION POLICY – NO CHANGE

DISCIPLINARY POLICY – NO CHANGE

HARASSMENT POLICY – NO CHANGE

LONE WORKING POLICY – CHANGE TO SECTION 5.1 – 'ENSURE THAT THE RADIO HANDSETS ARE FULLY CHARGED AND IN WORKING ORDER AT ALL TIMES.

SECTION 5.2 EMPLOYEES KEEP IN REGULAR CONTACT WITH THE CLERK VIA THE HAND HELD RADIO SYSTEM.

217. TO GRANT DISPENSATION TO ALL NEW MEMBERS FOR THE PERIOD OF 4 YEARS TO DISCUSS THE PRECEPT AS PER THE DISPENSATION FORMS.

218. FINANCIAL MATTERS

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 30th November 2016

CASH BOOK

Balance Brought forward	30/11/2016	
General		
Account		68,448.92
Burial Account		<u>6,814.54</u>
		75,263.46
 Add - Income		
General		
Receipts		1,800.00
Burial Receipts		<u>100.00</u>
		<u>1,900.00</u>

		77,163.46
Less - Expenditure		
General		
Payments	4,766.25	
Burial		
Payments	<u>1,800.00</u>	
		<u>6,566.25</u>
Balance Carried Forward	30/11/2016	<u><u>70,597.21</u></u>

<u>BANK BALANCES as at</u>	30/11/2016	
General Account per Statement		65,788.67
less - Outstanding		
Cheques	<u>206.00</u>	
		65,582.67
Burial Account per		
Statement	5,114.54	
less - Outstanding		
Cheques	<u>0.00</u>	
		<u>5,114.54</u>
TOTAL COUNCIL FUNDS AS AT		<u><u>70,697.21</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE		70,697.21
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	17,000.00	
Village improvement	3,556.45	
		33,556.45
Burial Account Bank Balance (upkeep of Cemetary)	<u>5,114.54</u>	
		<u>38,670.99</u>
PRECEPT RECEIVED IN ADVANCE (see below)		
5		
months	<u>19,334.00</u>	
		<u>58,004.99</u>
*APPROX FUNDS AVAILABLE as at	30/11/2016	<u><u>12,692.22</u></u>

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**

219. FINANCE REPORT

Nov 2016 Payments
out of committee

GENERAL

CHQ NO	PAYEE	DETAILS	TOTAL
96	AMJ Electrical	LED lamps	£132.00
97	AMJ Electrical	LED lamps	£132.00 (unpresented cheque)
99	HMRC	PAYE Liabilities	£111.94

ITEMS FOR AUTHORISATION

D/D	BT	Email charge	£70.20	
D/D	Eon	Gas bill November	£166.45	
	Scottish Power	Electric bill September	£110.00	£160.06 in credit
D/D	Virgin	PHONE/INTERNET	£82.67	
	98 Emma Harris	Petty Cash	£71.94	
D/D	Anglian Water	village hall	£39.99	
D/D	Anglian Water	water cemetery	£6.98	
		Data Protection		
D/D	ICO	renewal	£35.00	
	Mowns and			
Bacs	Growns	Cemetery Contract	£127.50	
Bacs	Glendale	8 Acres	£88.80	
Bacs	glendale	JUNIOR PLAYING FIELD	£28.08	
Bacs	Glendale	AMENITY AREA	£528.00	
Bacs	Sign of The Times	Allotment signs	£100.32	
Bacs	Lucy Waller	Locum Services	£137.50	
Bacs	Staff	wages	£475.20	
Bacs	Staff	wages	£1,177.87	
Bacs	CJ Daddy	Decorate meeting room	£495.00	
TOTALS			£4,117.44	
BURIAL	Interment of Ashes		£150	

220. CHAIR/VICE CHAIR MEETING WITH VIC SLEAFORD - UPDATE

221. CLERKS REPORT

222. 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 DURING THE CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

223. CONFIDENTIAL STAFFING MATTERS

224. TO DISCUSS AND RESOLVE THE PAYMENT OF UTILITIES FOR THE VILLAGE HALL, COUNCIL OFFICES AND MEETING ROOM.

225. ITEMS FOR THE NEXT AGENDA

226. DATE AND TIME OF NEXT MEETING: MONDAY 9th JANUARY 2017 AT 7pm.