

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 19th MAY 2025 AT 7.30pm

Present:

Councillor David Springett (Chairman)
Councillor Helen Reynolds (Vice Chair)
Councillor Steve Smith
Councillor John Shiels
Councillor Chris Lyons
Councillor Teresa Dodge
Councillor Patrick Warrener
Councillor Anne Wheeler
Councillor Paul Rowntree

Councillor Terry Aldridge – East Lindsey District Council
Councillor Alex McGonigle – Lincolnshire County Council

In attendance: Emma Portas – Clerk and RFO

1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2025/26 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR DAVID SPRINGETT:

It was

RESOLVED: to elect Councillor David Springett as Chairman of the Parish Council. The declaration of interest form was duly signed before the clerk.

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 2025/26 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 of the Parish Council and the declaration of interest form was duly signed before the clerk.

4. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Full council was in attendance.

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

Declarations of interest were made by Councillors Reynolds, Dodge and Wheeler as members of MERC.

6. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 14th APRIL 2025 AND THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 7TH MAY 2025:

The minutes of the full council meeting held on 14th April and the extraordinary full council meeting held on 7th May 2025 were approved.

7. COUNCILLOR REYNOLDS WISHES TO EXPRESS THANKS TO THE FORMER COUNTY COUNCILLOR, HUGO MARFLEET FOR ALL OF HIS HARD WORK OVER THE YEARS:

Clerk to write a letter to Councillor Marfleet on behalf of the Parish Council.

8. TO RECEIVE AN UPDATE FROM MERC:

The recent VE Day afternoon tea was very well attended. The committee continues to make plans for the upcoming summer fayre.

9. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

Councillor Aldridge attended a planning committee meeting last week but there were no issues concerning Holton le Clay. There has been no planning policy meeting for the last two months and the next scheduled meeting has also been cancelled.

10. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

County Councillor Alex McGonigle introduced himself to the council and provided a brief background on his career history. He is due to meet with the head of Highways on 20th May 2025 where he will raise outstanding issues from the parish council such as the yellow lines on Louth Road and the cycle path at the Maples estate, and provide feedback in due course.

11. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:

- **PLANNING COMMITTEE (3 MEMBERS INCLUDING CHAIR)**
- **HR COMMITTEE (4 MEMBERS INCLUDING CHAIR)**

It was

RESOLVED: to appoint Councillors Dodge, Springett and Smith as members of the planning committee.

It was

RESOLVED: to appoint Councillors Reynolds, Wheeler, Warrener and Lyons as members of the HR Committee.

12. TO APPOINT EMMA PORTAS AS THE RESPONSIBLE FINANCIAL OFFICER:

It was

RESOLVED: to appoint Emma Portas as the Responsible Financial Officer.

13. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:

MERC

It was

RESOLVED: to appoint Councillors Reynolds, Wheeler and Dodge as representatives of the parish council on the village hall committee (MERC)

14. TO ADOPT THE NEW MODEL STANDING ORDERS FOR THE COUNCIL YEAR 2025/26:

LAST REVIEWED MAY 2024

The Model Standing Orders were duly adopted.

15. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2025/26:

- Health and Safety reviewed February 2025 next review February 2026
- Financial Regulations reviewed April 2025 next review April 2026
- Grievance reviewed April 2025 next review June 2026

- Equal opportunities reviewed April 2025 next review April 2026
- Asset Register reviewed April 2025 next review April 2026
- Safeguarding Reviewed June 2024 due for review June 2025
- Lone Working Policy reviewed October 2024 due for review October 2025
- Financial Risk Management reviewed Feb 2025 next review Feb 2026
- Disciplinary reviewed October 2024 due for review October 2025
- Harassment reviewed October 2024 due for review October 2025
- Complaints reviewed July 2024 due for review July 2025
- Publication Scheme Reviewed February 2025 due for review February 2026
- Press and Media reviewed April 2025 due for review April 2026
- Freedom of Information Reviewed October 2024 due for review October 2025
- Data Protection reviewed October 2024 due for review October 2025
- Parish Councillor Protocol reviewed January 2025 due for review January 2026
- Social media reviewed March 2025 due for review March 2026
- Financial Support and Grants reviewed March 2025 due for review March 2026
- Retention and Disposal Policy reviewed July 2024 due for review July 2025
- Data Breach Policy reviewed July 2024 due for review July 2025
- Community Engagement Strategy reviewed September 2024 due for review September 2025
- Training Policy reviewed Sept 2024 due for review September 2025
- Death of a Senior National Figure reviewed March 2025 due for review March 2026

- CCTV reviewed Nov 2024 due for review Nov 2025

All council policies were duly adopted for the council year 2025/26.

16. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2025/26 (CIRCULATED BY EMAIL):

The meeting dates for 2025/26 were approved.

17. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2025/26:

- Virgin Media
- BT
- EON – Defibrillator Electricity
- British Gas – Gas
- EDF – Electricity
- PWLB
- Data Protection Services
- Anglian Water
- Barclaycard
- Duncan Toplis (Payroll Services)
- NEST
- GIFFGAFF

The direct debits were duly approved.

18. 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 (CilCA 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 CILCA UNIT 7 GENERAL POWER OF COMPETENCE:

It was

RESOLVED: to adopt the General Power of Competence.

- 19. TO CONSIDER A REQUEST FROM THE WOMENS INSTITUTE ENVIRONMENTAL SUB-COMMITTEE TO ALLOW THEM TO PLACE A RAISED BED AND PLANT AN OAK TREE IN THE VILLAGE. THIS IS TO MARK 110 YEARS OF THE W.I. BOTH PROJECTS WILL BE FUNDED BY THE W.I AND THE RAISED BED WILL BE CARED FOR BY THEIR MEMBERS. THEY ARE ALSO LOOKING FOR SUGGESTIONS AS TO WHERE THE TREE AND RAISED BED MAY BE PLACED:**

It was

RESOLVED: to grant permission to the Women's Institute to plant a tree marking their 110-year anniversary. It was suggested that a Lime Tree on the 8 Acres Plying Field may be more suitable than an Oak Tree. It was also agreed to allow a raised bed to be installed in the village. Three possible locations were suggested: beside the NHS bench on Pinfold Lane, the corner opposite 71 Tetney Lane and next to the Co-Op bench on the verge opposite the church.

- 20. TO CONSIDER REPLACING A BROKEN RADIATOR IN THE LADIES TOILETS. DURING THE RECENT RADIATOR SERVICE, THE RADIATOR IN THE LADIES TOILET WAS FOUND TO BE IN NEED OF REPLACING. TO CONSIDER A QUOTE FOR £480.52 FROM MICK HENRY PLUMBING FOR PURCHASE AND INSTALLATION:**

It was

RESOLVED: to request that Mick Henry Plumbing replaces the broken radiator in the ladies toilet.

- 21. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE SOLAR PANELS CLEANED AND SERVICED AT A COST OF £480 INC VAT. THIS WILL ENSURE THAT THE SOLAR PANELS RUN EFFICIENTLY AND GIVE MAXIMUM RETURNS:**

Motion not carried.

22. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2024/25 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:

This item was deferred until the June meeting.

23. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2024/25:

This item was deferred until the June meeting.

24. TO CONSIDER REDUCING THE CONTINGENCY RESERVE BY £9,422. THIS IS TO COVER A PREDICTED SHORTFALL IN FUNDS BETWEEN INCOME AND EXPENDITURE FOR THE FINANCIAL YEAR. THIS WILL LEAVE £22,448 (3 MONTHS RUNNING COSTS) IN THE CONTINGENCY RESERVE UNTIL SUCH TIME THE FUNDS CAN BE REPLENISHED:

RESOLVED with two abstentions.

25. PROPOSED BY COUNCILLOR LYONS TO PURCHASE ANOTHER SPEED INDICATOR DEVICE AT A COST OF £2,700 PLUS VAT, WHEN FUNDS ALLOW.

This item was deferred.

26. TO CONSIDER A QUOTE TO REPLACE A BROKEN GATE POST AT THE CEMETERY. THE GATE ALSO NEEDS TO BE REMOVED AND REHUNG.

- D KIRK BUILDERS £260 (NO VAT)

It was

RESOLVED: to have the broken fence post replaced by D Kirk Builders.

27. FINANCIAL MATTERS:

May 2025 Payments

GENERAL		Invoice	
	Payee		
DD	EON	ELECTRICITY VILLAGE HALL	£155.25
DD	BRITISH GAS	GAS - VILLAGE HALL	£303.21
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£704.33
BACS	KARL HOLMES	REFUND - SAFETY GLASSES AND HELMET	£49.00

DD	EDF	ELECTRICITY - DEFIBRILLATOR	£19.56
BACS	MICK HENRY PLUMBING	RADIATOR SERVICE	£964.00
BACS	KONIKA MINOLTA	PRINTER /HIRE	£128.95
BACS	KONIKA MINOLTA	PRINTER USAGE	£5.90
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,896.25
BACS	AXO LEISURE LTD	1ST PAYMENT ON SKATE PARK	£94,362.00
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£70.22
BACS	LALC	CLLR TRAINING	£42.00
BACS	E PORTAS	MAINTENANCE EQUIPMENT	£5.99
BACS	LINDSEY TREE SERVICES	JUNIOR PLAYING FIELD CLEARANCE	£216.00
BACS	K HOLMES	REFUND - SWEEPING BRUSH	£14.00
BACS	APEX	SHUTTER SERVICE	£1,008.00
			£100,995.06
CREDIT CARD PAYMENTS			
	AMAZON	MAINTENANCE OPERATIVE EQUIPMENT	£35.24
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	AMAZON	MAINTENANCE OPERATIVE EQUIPMENT	£54.53
	AMAZON	MAINTENANCE OPERATIVE EQUIPMENT	£8.48
	AMAZON	MAINTENANCE OPERATIVE EQUIPMENT	£19.47
	AMAZON	PHOTO I. D	£8.90
	AMAZON	GRAFFITI REMOVER	£30.99
	DEFIB WAREHOUSE	REPLACEMENT DEFIB PADS/BATTERY	£174.00
	GY LAWNMOWER CENTRE	MOWER REPAIR AND SERVICE	£110.00
	ROYAL BRITISH LEGION	VE DAY FLAG	£23.98
			£477.59

All invoices were accepted for payment.

28. FINANCE REPORT CIRCULATED AS APPENDIX A:

The finance report was accepted as a true record of the parish councils finances.

29. DATE AND TIME OF NEXT MEETING: MONDAY 16th June 2025