

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

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<http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the Annual Meeting of Holton-le-Clay Parish Council, which will be held on Monday 16th May 2016 commencing at 7.00 pm 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.



Signed

Clerk to the Parish Council. 11<sup>th</sup> May 2016

**AGENDA**

- 1. CHAIRMAN'S WELCOME:**
- 2. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2016/17 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2016/17 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:**
- 4. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF ACCEPTANCE OF OFFICE:**
- 5. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 6. TO RECEIVE DECLARATIONS OF INTEREST:**
- 7. TO APPROVE THE DRAFT MINUTES OF THE LAST FULL COUNCIL MEETING , HELD ON THE 21<sup>ST</sup> MARCH 2016 & THE EXTRAORDINARY MEETING HELD ON THE 22<sup>ND</sup> MARCH 2016, AS CORRECT RECORDS:**
- 8. TO NOTE THE PROGRESS OF ACTIONS FROM PREVIOUS MEETINGS:**
- 9. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:**

- 10. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:**
- 11. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLORS:**
- 12. TO RECEIVE REPORTS FROM OUTSIDE BODIES:**
- 13. TO NOTE PUBLIC CONCERNS RECEIVED AND RESOLVE ANY ACTION:**
- 14. TO ADJOURN THE MEETING FOR A MAXIMUM OF 30 MINUTES FOR THE PUBLIC FORUM:**
- 15. PLANNING MATTERS E.L.D.C:**

To resolve consultee comments:

**N/085/00941/16**-Planning Permission ground floor study, utility and bathroom with first floor bedroom and en suite over on the site of an existing garage which is to be demolished

6 WHISBY COURT HOLTON-LE-CLAY

**N/085/00968/16** Planning Permission- Rear extension to existing dwelling to provide a conservatory.

51 PICKSLEY CRESCENT, HOLTON LE CLAY, GRIMSBY, NORTH EAST LINCOLNSHIRE. DN36 5DR

To note: Full permission Granted N/085/00243/16 14 CAMBRIAN WAY. Extension and alterations.

- 16. TO APPOINT LUCY WALLER AS THE RESPONSIBLE FINANCIAL OFFICER:**
- 17. TO ADOPT COMMITTEES, APPOINT MEMBERS AND ADOPT TERMS OF REFERENCE FOR COMMITTEES FOR THE COUNCIL YEAR 2016/17.**
- 18. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:**
- 19. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2016/17:**
- 20. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2016/17:**
- 21. TO APPROVE THE ASSET REGISTER FOR THE COUNCIL YEAR 2016/17:**

**22. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2016/17:**

**23. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2016/17:**

- Health and safety
- Grievance
- Equal opportunities
- Safeguarding
- Lone working
- Disciplinary
- Harassment
- Complaints
- Publication Scheme
- Press and Media
- Freedom of information
- Data protection
- Parish Councillor protocol
- Financial support and Grant awards

**24. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2016/17:**

**25. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT AND ACCOUNTS STATEMENTS :**

**26. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2016/17:**

**27. TO CONSIDER INSURANCE QUOTES AND RESOLVE AN INSURER :**

**28. TO CONSIDER PARISH GARDEN FEES FROM DECEMBER 2016:**

**29. TO CONSIDER BURIAL FEES FROM MAY 2016:**

**30. TO RESOLVE A RESPONSE TO ELDC REGARDING FOOTWAY LIGHTING:**

**31. TO RESOLVE ACTION IN REGARD TO BROKEN BOUNDARY FENCE:**

**32. PROPOSED BY COUNCILLOR CLIFTON THAT THE PARISH COUNCIL PRODUCE A WISH LIST FOR VILLAGE IMPROVEMENT:**

**33. PROPOSED BY COUNCILLOR CLIFTON THAT AN EXPLORATORY MEETING BE HELD INVOLVING HOLTON-LE-CLAY PARISH COUNCIL - WALTHAM PARISH COUNCIL - NEW WALTHAM PARISH COUNCIL TO DECIDE IF THERE IS ANY VALUE IN THE THREE NEIGHBOURING PARISHES WORKING IN COLLABORATION ON COMMON IMPORTANT ISSUES SUCH AS TRAFFIC AND TRANSPORT AS THE PARISHES GROW.**

**34. TO NOTE YEAR END SURPLUS FUNDS AND RESOLVE ANY ACTION IF NECESSARY:**

**35. FINANCIAL MATTERS:**

**PAYMENTS FOR AUTHORISATION**

May-16

<u>OUT OF COMMITTEE</u>						
CHQ NO	PAYEE	DETAILS	NET	VAT	GROSS	
1122	PLAYDALE	DEPOSIT	£4,999.76	£999.95	£5,999.71	
1123	MB PICTURE FRAMING	PICTURE FRAMING	£180.00		£180.00	
1124	HM REV& CUST	PAYE TO 5TH APRIL	£211.10		£211.10	
1125	GLENDAL	8 ACRES	£74.00	£14.80	£88.80	
1126	GLENDAL	JNR P/F	£23.40	£4.68	£28.08	
1127	GLENDAL	AMENITY GRASS	£440.00	£88.00	£528.00	
1128	VOID	VOID				
1129	CPRE	BEST KEPT VILLAGE	£25.00		£25.00	
1130-						
1132	SALARY	SALARY APRIL	£1,503.17		£1,503.17	
1133	GREENFINGERS	CEM CONTRACT	£760.00		£760.00	
D/D EON	EON	ELECTRICITY	£90.07	£4.50	£94.57	
D/D EON	EON	GAS	£278.15	£55.63	£333.78	
D/D	VIRGIN MEDIA BUSINESS	PHONE/INTERNET 1 MONTH	£60.61	£12.12	£72.73	
<b>Totals</b>			<b>£5,488.26</b>	<b>£1,014.75</b>	<b>£9,824.94</b>	
<u>FOR AUTHORISATION</u>						
1134	KONIKA MINOLTA	PRINTER QUARTER RENT/USAGE	£182.33		£182.33	
1135	HM REV& CUST	PAYE TO 5TH MAY	£171.92		£171.92	

1136	DUNCAN & TOPLISS	PAYROLL FEES	£25.00	£5.00	£30.00
		YEAR END ACCOUNTANT FEES			
1137	RIALTIS		£509.70	£101.94	£611.64
1138	SIGNS EXPRESS	PLAY AREA SIGNAGE X 2	£125.00	£25.00	£150.00
1139-					
1141	SALARY	SALARY MAY	£1,484.47	£0.00	£1,484.47
1142	LUCY WALLER	PETTY CASH TOP UP	£152.65		£152.65
		VILLAGE HALL/ COUNCIL OFFICE GAS 1 MONTH			
D/D	EON GAS		£114.44	£22.89	£137.33
	VIRGIN MEDIA				
D/D	BUSINESS	PHONE/INTERNET 1 MONTH	£60.80	£12.16	£72.96
		VILLAGE HALL/ COUNCIL OFFICE ELECTRICITY 1 MONTH			
D/D	EON ELEC		£50.42	£2.52	£52.94
Totals			£2,876.73	£169.51	£3,046.24
<b>BURIAL ACCOUNT</b>					
		WALL OF REMEMBRANCE PLAQUE AND FITTING			
86	SIGNS EXPRESS		£39.00	£7.80	£46.80
<b>GENERAL ACCOUNT TOTALS FOR MAY</b>			£8,364.99	£1,184.26	£12,871.18
<b>BURIAL ACCOUNT TOTALS FOR MAY</b>			£39.00	£7.80	£46.80

## Finance report to note:

### HOLTON LE CLAY PARISH COUNCIL

**FINANCIAL REPORT as at**

**30th April 2016**

#### **CASH BOOK**

Balance Brought forward	01/04/2016		
General Account			37,275.74
Burial Account			4,579.34
			<u>41,855.08</u>
Add - Income			
General Receipts		41,237.41	
Burial Receipts		75.00	
			<u>41,312.41</u>
			83,167.49
Less - Expenditure			
General Payments		9,824.94	
Burial Payments		0.00	
			<u>9,824.94</u>

<b>Balance Carried Forward</b>	<b>30/04/2016</b>		<b><u>73,342.55</u></b>
<b><u>BANK BALANCES as at</u></b>	<b>30/04/2016</b>		
General Account per Statement		74,028.52	
less - Outstanding Cheques		<u>5,340.31</u>	68,688.21
Burial Account per Statement		4,654.34	
less - Outstanding Cheques		<u>0.00</u>	4,654.34
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b><u>73,342.55</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS , PER ABOVE			73,342.55
RESERVES			
Parish Council Minimum Reserve	13,000.00		
Village Hall Loan Repayments	17,000.00		
Final payment to Playdale	5,999.71		
		35,999.71	
Burial Account Bank Balance ( upkeep of Cemetary )		<u>4,534.58</u>	
		40,534.29	
PRECEPT RECEIVED IN ADVANCE ( see below )			
5 MONTHS		<u>22,500.00</u>	
			63,034.29
<b>*APPROX FUNDS AVAILABLE as at</b>	<b>31/01/2016</b>		<b><u>10,308.26</u></b>

(Of Which £3556.45 is the funds freed up by paying the Cemetery Contract with burial funds and is for village improvements)

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**

**Clerk/Chair authorised payments:**

New signage junior playing field & 8 acres £150

Upgrade outside lights Village Hall side entrance to led with sensors £160

**36. CLERKS REPORT:**

- Diary entries of note:
- March 22<sup>nd</sup> – several concerns received regarding fun fair at Royal Oak
- April 4<sup>th</sup> – Highways concerns Carmen Crescent forwarded to LCC
- April 11<sup>th</sup> – Visit from public relations at Dong energy
- April 12<sup>th</sup> – Fly tipping reported
- April 18<sup>th</sup>- Year end accountant
- April 25<sup>th</sup> – meeting with insurance broker
- May 3<sup>rd</sup> – Resident reported bad fall in passage between Pinfold Lane and Picksley Crescent- poor surface reported to LCC.
- May 4<sup>th</sup> – rotten tree Langton Road reported to LCC
- Correspondence of note:
- 23<sup>rd</sup> March – ELDC confirmation that Parish Councils will be asked to pay Parish Election Fund.
- 24<sup>th</sup> March- LCC confirmation that 2016/2017 will be the last year in which LCC will provide grass cutting grants.
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**37. ITEMS FOR THE NEXT AGENDA:**

**38. 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.**

**39. CONFIDENTIAL MATTER REGARDING VILLAGE APPEARANCE:**

**40. CONFIDENTIAL STAFFING MATTER:**

**41. TIME & DATE OF NEXT MEETING:**

**Annual Parish Meeting Tuesday 17<sup>th</sup> May 2016.**

