

**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 JUNE 2025 AT 7.30pm**

Present:

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

Councillor Terry Aldridge – East Lindsey District Council

In attendance: Emma Portas – Clerk and RFO

30. CHAIRMANS WELCOME:

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

31. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Rowntree and Councillor Shiels.

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

Councillors Reynolds, Dodge and Wheeler declared an interest as members of MERC.

**33. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL
MEETING HELD ON 19th MAY 2025:**

The minutes of the annual full council meeting held on 19th May 2025 were approved.

34. TO RECEIVE AN UPDATE FROM MERC:

The committee has recently purchased new planters to be placed outside the Louth Road shops, funded by the local businesses. The village hall has been redecorated this week which was funded by a Community Champions

Grant. Two sofas are due to be replaced and will be paid for with grant funding.

35. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

Councillor Aldridge attended a planning committee meeting this month but there were no issues for Holton le Clay. At the planning policy meeting at the end of June there will hopefully be discussions regarding the National Planning Policy Framework. Councillor Aldridge is due to attend a meeting regarding the Lindsey Marsh Drainage Board this month.

Councillor Aldridge congratulated the parish council on their efforts in installing a new skate park for the village.

36. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

County Councillor not present.

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

The Annual Governance Statement 2024/25 was approved and duly signed by the Chairman.

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

The Annual Accounting Statements 2024/25 were approved and duly signed by the Chairman.

39. PROPOSED BY CLLR REYNOLDS TO PURCHASE 2x LITTER BINS FOR THE SKATE PARK:

- **G FORCE DIRECT 118 LITRE BINS £99 EACH PLUS VAT PLUS £15 DELIVERY (£133.80)**
- **GLASDON 65 LITRE BINS £95 PLUS VAT PLUS £12.95 DELIVERY (126.95)**

It was

RESOLVED: to purchase 2x 118 litre litter bins from G-Force Direct for the skate park.

40. PROPOSED BY CLLR WHEELER TO PURCHASE 5x 30mph SIGNS AT £20 EACH TO BE PLACED AROUND THE VILLAGE IN AN EFFORT TO REMIND MOTORISTS OF THE SPEED LIMIT:

This item was deferred until new speed data has been collected.

41. PROPOSED BY CLLR WHEELER TO FORMALLY APPOINT TWO VOLUNTEERS TO ASSIST WITH COUNCIL MATTERS:

- **MR S ASHTON**
- **MR C WHEELER**

It was

RESOLVED: to formally appoint Mr C Wheeler and Mr S Ashton as volunteers to assist with council matters.

42. ADOPTION OF NEW MODEL STANDING ORDERS WITH REVISIONS TO PARAGRAPHS 14 AND 18 – CIRCULATED TO COUNCILLORS PRIOR TO MEETING:

The New Model Standing Orders were adopted.

43. TO REVIEW THE FOLLOWING POLICIES AND ADOPT ANY CHANGES:

- **CIVILITY AND RESPECT – NO CHANGE**
- **SAFEGUARDING – NO CHANGE**
- **COMPLAINTS – NO CHANGE**
- **INTERNET/SOCIAL MEDIA – NO CHANGE**
- **FINANCIAL RISK MANAGEMENT – SKATE PARK CHECKS ADDED TO LIABILITY SECTION OF POLICY**

All policies were adopted with the necessary changes.

44. FINANCIAL MATTERS:

June 2025 Payments

GENERAL		Invoice	
	Payee		
DD	EON	ELECTRICITY VILLAGE HALL	£137.77
DD	BRITISH GAS	GAS - VILLAGE HALL	£0.00
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£704.33
BACS	KARL HOLMES	REFUND - garden shears	£21.99
DD	EDF	ELECTRICITY - DEFIBRILLATOR	£19.56
BACS	KARL HOLMES	REFUND - PETROL FOR STRIMMER	£7.58

BACS	H REYNOLDS	PLANTS FOR WILDLIFE AREA	£39.98
BACS	E PORTAS	REFUND - SKATE PARK OPENING REFRESHMENTS	£5.80
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£3,006.14
BACS	AXO LEISURE LTD	FINAL PAYMENT ON SKATE PARK	£17,574.00
BACS	T SHAW	INTERNAL AUDIT	£100.00
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£70.22
BACS	VIRGIN	1ST CLASS STAMPS AND STATIONERY	£98.54
BACS	VIKING	FILE DIVIDERS	£6.54
BACS	MICK HENRY PLUMBING	2x BOILERS PLUS 1x RADIATOR	£6,261.52
BACS	E PORTAS	MAINTENANCE EQUIPMENT	£5.99
BACS	MJ ELECTRICAL	FAULTY FUSE ON BOILER	£78.00
BACS	MJ ELECTRICAL	3x LED LIGHTS VILLAGE HALL	£210.00
BACS	D SKELLS	VILLAGE GRASS CUTTING x2	£3,312.00
BACS	APEX	SHUTTER SERVICE AND REPAIR x1	£72.00
BACS	VIKING	PAPER AND TWINE	£47.22
BACS	D KIRK	CEMETERY GATE POST EXTRA WORK	£80.00
BACS	D KIRK	CEMETERY GATE POST	£260.00
			£32,169.58
CREDIT CARD PAYMENTS			
	AMAZON	REPLACEMENT PADLOCK	£26.97
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
			£38.97

All invoices were accepted for payment.

45. FINANCE REPORT CIRCULATED AS APPENDIX A:

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

46. DATE AND TIME OF NEXT MEETING: MONDAY 28th July 2025