

**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 28th JULY 2025 AT 7.30pm**

Present:

**Councillor Helen Reynolds (Vice Chair)
Councillor Steve Smith
Councillor Chris Lyons
Councillor Teresa Dodge
Councillor Patrick Warrener
Councillor Anne Wheeler
Councillor Paul Rowntree**

Councillor Terry Aldridge – East Lindsey District Council

In attendance: Emma Portas – Clerk and RFO

47. TO ELECT A CHAIR PERSON OF THE PARISH COUNCIL:

It was

AGREED: to elect Councillor Helen Reynolds as chairperson and the declaration of acceptance of office was duly signed and witnessed by the clerk.

48. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor McGonigle.

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

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

**50. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING
HELD ON 16th JUNE 2025:**

The minutes for the full council meeting held on 16th June 2025 were approved.

51. TO RECEIVE AN UPDATE FROM MERC:

Councillor Wheeler provided an update on the recent meeting between the parish council and MERC which was held on 24th June 2025. Informal

discussions were held regarding income and expenditure and division of costs between the two organisations. In order to meet expenses, the village hall committee is planning to gradually increase prices at afternoon tea and other events such as the quiz nights.

The summer fayre was a great success this year with a good turnout.

The recent resignation of the Holton News editor means that MERC have needed to source a new editor and they have also set up a volunteer group to assist with running the magazine.

A new website for MERC has been created by Teresa Dodge and she has set up links to the Facebook page and to the Holton News to make them easier to access.

52. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

Councillor Aldridge has attended several meetings since the last full council meeting. The Planning Committee meeting had no issues concerning Holton le Clay. The latest Planning Policy meeting consisted of a training session on planning which he will forward to the parish council.

Meetings are due to take place on the new Greater Lincolnshire Council. Clerk to forward dates and times of upcoming sessions to councillors.

53. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

No updates received.

54. PLANNING MATTERS:

**APPLICATION REFERENCE 02621/25/FUL HAS BEEN RECEIVED AND IS NOW BEING CONSIDERED.
PLANNING PERMISSION - EXTENSIONS TO EXISTING DWELLING TO PROVIDE ADDITIONAL LIVING ACCOMMODATION WITH THE DEMOLITION OF EXISTING CONSERVATORY.
92 TETNEY LANE HOLTON LE CLAY LINCOLNSHIRE, DN36 5AX.
CLOSING DATE FOR OBSERVATIONS: 31ST JULY 2025**

There were no objections to this application.

**APPLICATION REFERENCE: 02744/25/FUL HAS BEEN RECEIVED AND IS NOW BEING CONSIDERED.
PLANNING PERMISSION - EXTENSION TO EXISTING DWELLING TO PROVIDE ADDITIONAL LIVING ACCOMMODATION (WORKS ALREADY COMMENCED). LOCATION: 41 HOLTON MOUNT,
HOLTON LE CLAY, LINCOLNSHIRE, DN36 5HD**

CLOSING DATE FOR OBSERVATIONS: 11TH AUGUST 2025

The parish council objects to this application on the grounds that the design is not in keeping with the design of other properties in the area.

55. PROPOSED BY COUNCILLOR LYONS TO PLACE AN ADDENDUM TO THE CURRENT LEASE FOR THE PARISH COUNCIL TO BE RESPONSIBLE FOR THE FUTURE REPLACEMENT OF THE FLOOR IN THE HALL WHILST MERC BE RESPONSIBLE FOR ONGOING MAINTENANCE AND UPKEEP OF SAME:

It was

AGREED: that the parish council will be responsible for the future replacement of the village hall flooring and MERC will take on the responsibility of its ongoing maintenance.

56. PROPOSED BY COUNCILLOR LYONS TO AGREE AN OVERALL SPLIT OF 80/20 OF UTILITY COSTS BASED ON FLOOR SPACE USED BY BOTH PARTIES, RESULTING IN MERC MAKING AN ANNUAL CONTRIBUTION OF £4000 (IF AFFORDABLE) TOWARDS ENERGY COSTS. INCOME FROM SOLAR PANELS TO BE DEDUCTED AT SOURCE FROM THE FORMULA:

It was

AGREED: that MERC will make an annual contribution to utilities of £4,000 as long as funds allow.

57. PROPOSED BY COUNCILLOR LYONS THAT MERC BE RESPONSIBLE FOR FIRE EQUIPMENT TESTING/REPAIR AT APPROXIMATELY £1000 PER YEAR FROM APRIL 2026:

It was

AGREED: that MERC will take over responsibility for the testing of fire safety equipment and alarms.

58. PROPOSED BY COUNCILLOR REYNOLDS THAT AN AMENDMENT IS ADDED TO THE CURRENT VILLAGE HALL LEASE AGREEMENT TO INCLUDE MERC'S RESPONSIBILITY FOR THE GAS SAFETY/SERVICING OF THE MERC BOILER AND VILLAGE HALL PLUMBING AND ELECTRICAL REPAIRS (e.g. LED LIGHTS), EFFECTIVE FROM APRIL 2026:

It was

AGREED: that an amendment will be made to the current lease to show that MERC will be responsible for the annual servicing of the village hall boilers, village hall plumbing and any electrical repairs.

59. AS THE PLANNING COMMITTEE IS NO LONGER QUORATE A NEW MEMBER IS NEEDED IN ORDER FOR THE COMMITTEE TO CONTINUE FUNCTIONING:

CO-OPTION OF A THIRD COUNCILLOR TO JOIN THE PLANNING COMMITTEE:

It was

AGREED: to appoint Councillor Lyons to the Planning Committee.

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

- **DOCUMENT RETENTION AND DISPOSAL (NO CHANGE)**
- **DATA BREACH (NO CHANGE)**

The above policies were adopted with no changes.

61. FINANCIAL MATTERS:

July 2025 Payments

GENERAL		Invoice	
	Payee		
DD	EON	ELECTRICITY VILLAGE HALL	£127.69
DD	BRITISH GAS	GAS - VILLAGE HALL	£0.00 account i
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£704.33
DD	EDF	ELECTRICITY - DEFIBRILLATOR	£18.93
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£5,347.60
BACS	ABATIS	FIRE ALARM CALL OUT x2	£144.00
BACS	ABATIS	FIRE SERVICING	£774.00
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£75.84
BACS	VIKING	LAMINATOR MACHINE	£47.87
BACS	G FORCE DIRECT	2x LITTER BINS	£273.60
DD	UNITY TRUST	SERVICE CHARGE	£1.80
BACS	WAVE	VILLAGE HALL WATER	£129.63
BACS	ABATIS	FIRE ALARM FAULT	£84.00
			£7,779.69

CREDIT CARD PAYMENTS

GIFF GAFF	MOBILE PHONE TOP UP	£12.00
AMAZON	MOBILE PHONE REPLACEMENT	£159.43
AMAZON	MOBILE PHONE CASE	£11.88
		£183.31

The Financial Matters were accepted for payment.

62. FINANCE REPORT CIRCULATED AS APPENDIX A:

The Finance Report was accepted as a true record.

63. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED:

RESOLVED

64. STAFFING MATTERS:

Staffing appraisals were discussed and full council updated.

65. DATE AND TIME OF NEXT MEETING: MONDAY 15th SEPTEMBER 2025