

**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 20th OCTOBER 2025 AT
7.30pm**

Present:

**Councillor Helen Reynolds (Chair)
Councillor Steve Smith
Councillor Chris Lyons
Councillor Paul Rowntree
Councillor Teresa Dodge**

Councillor Terry Aldridge – East Lindsey District Council

In attendance: Mrs Emma Portas – Clerk and RFO

67. CHAIRMANS WELCOME:

The Chair welcomed all those present and thanked them for their attendance. She also reminded councillors that emails sent by the clerk need to be responded to if opinions/decisions are required at as the moment very few councillors are replying.

68. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received and accepted from Councillor Wheeler, Councillor Warrener and Councillor McGonigle.

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

Councillor Reynolds and Councillor Dodge declared interest as members of MERC.

**70. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING
HELD ON 15th SEPTEMBER 2025:**

The minutes of the full council meeting held on 15th September were approved and duly signed by the Chair.

71. TO RECEIVE AN UPDATE FROM MERC:

- The village hall floor has now been refurbished with a fresh coat of varnish

- The cake counter has been given a fresh new look with a new counter top donated by Howdens Grimsby and fitted by Stewart Ashton and Mark Dodge.
- The volunteers have been having a clear out of electrical items that are no longer used and have managed to raise £280 so far by selling off old stereo systems and cameras etc.
- A fashion show will be held at the village hall on 21st October at 12.30pm
- The Pebble Hunt will be coming back again on 27th October and will last until 31st. Eagle eyed children who find the pebbles will be able to collect a prize.
- The Remembrance Day luncheon will take place again this year on 9th November following the service at the A16 memorial.
- Now that the Holton News is no longer in production, refunds are being issued to those who paid for advertising space. Funds are limited and Councillor Aldridge is kindly helping with this by awarding a district council grant.
- The annual Christmas market will be held on 15th November at the Village Hall. Santa will be in his grotto and there will be treats and games for everyone.

72. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

There isn't much to report from the district council this month. In terms of planning, they await the revisions from the government to the National Planning Policy Framework.

73. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

Councillor McGonigle sent a report in his absence. He has had a meeting with Highways regarding the request for zebra/pelican crossings in the village. The area in front of the shops on Louth Road is scheduled for an assessment in the coming months. The Louth Rd/Clay Lane area will be assessed once the new development is completed. Highways have requested more details of a specific area of Picksley Crescent for a crossing to be installed. The Parish Council agreed that the best place would be at the top of Picksley by the junction that turns on to Louth Road.

74. TO NOTE MATTERS OUTSTANDING:

Noted

75. TO CONSIDER A QUOTE TO INSTALL BIRD PROOF MESH AROUND THE SOLAR PANELS AT THE VILLAGE HALL IN ORDER TO REDUCE THE AMOUNT OF GUTTER CLEARANCE NEEDED EVERY YEAR:

- **JETTAWAY £720 INC VAT**

OTHER QUOTES WERE SOUGHT AND THE AVERAGE ESTIMATE WAS IN THE REGION OF £1600

CLEANING THE GUTTERS COSTS £150 PLUS VAT DEPENDING ON HOW MUCH WORK IS NEEDED

It was

AGREED To have the gutters cleaned every few years at a cost of £150 instead of installing the bird proof mesh.

76. PROPOSED BY COUNCILLOR WHEELER TO PURCHASE ONE HOSE/WATER TIMER TO TRIAL AT THE CEMETERY IN AN EFFORT TO STOP WATER WASTAGE IN LIGHT OF THE LATEST HIGH QUATERLY BILL:

HOSELOCK TIMER - £22.65 AMAZON

It was

AGREED to purchase one Hoselock timer to be fitted at the first tap in the cemetery. Councillor Wheeler requested to place the order and Councillor Lyons will install it.

77. TO CONSIDER PURCHASING TWO POPPY WREATHS FOR REMEMBRANCE DAY AT A COST OF £24.99 EACH:

It was

AGREED to purchase 2x poppy wreaths for Remembrance Day under S137.

78. TO CONSIDER THE NAMING OF THE STREET FOR 9 NEW BUILDS FROM THE SCRAP YARD TO EITHER VICKERS WAY, VICKERS PARK OR VICKERS CLOSE:

It was

AGREED to request that the new road is named Vickers Close.

**79. TO CONSIDER A QUOTE FOR A NEW PAYROLL PROVIDER.
DUNCAN TOPLIS CURRENTLY CHARGE £910.08 PER YEAR FOR
PAYROLL SERVICES**

- **SMETHURST & CO £300 (PLUS VAT) PER YEAR PLUS £50 SET UP
FEE**

It was

AGREED to change payroll providers from Duncan Toplis to Smethurst & Co.

**80. TO CONSIDER QUOTES FOR WEED SPRAYING AND APPOINTING
A CONTRACTOR FOR EITHER A ONE YEAR OR THREE-YEAR
CONTRACT:**

ONE YEAR QUOTE

COMPANY A	£1000 per spray	3 x per year
COMPANY B	£676 per spray	3 x per year

THREE YEAR QUOTE

	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>		<u>Total</u>
COMPANY A	£800 per spray	£800 per spray	£800 per spray	3x per year	£7,200
COMPANY B	£676 per spray	£703 per spray	£731 per spray	3x per year	£6,330

It was

AGREED to offer a three-year contract to Company B.

81. FINANCIAL MATTERS:

October 2025 Payments

GENERAL		Invoice	
	Payee		
DD	EON	ELECTRICITY VILLAGE HALL	£132.67
DD	BRITISH GAS	GAS - VILLAGE HALL	£0.00
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£704.33
DD	EDF	ELECTRICITY - DEFIBRILLATOR	£18.90
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,743.11
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£75.84
DD	CLOUDNEXT	SUBSCRIPTION RENEWAL	£60.00
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
BACS	ICCM	SUBSCRIPTION RENEWAL	£105.00
BACS	M&J ELECTRICAL	DEFIB REPAIR	£108.00
BACS	H REYNOLDS	SPRING BULBS REFUND	£95.94
BACS	K HOLMES	PETROL REFUND (MOWER)	£8.11
BACS	GRIMSBY LIFTS	LIFT SERVICE	£144.00
BACS	PKF LITTLEJOHN LLP	EXTERNAL AUDIT	£504.00
DD	UNITY TRUST	SERVICE CHARGE	£6.00
BACS	K HOLMES	REFUND - HIGH VIS VEST	£19.99
BACS	PLATERS FENCING	8 ACRES FENCE REPAIR	£382.00
BACS	DE SKELLS	2x GRASS CUTTING	£3,312.00
			£8,524.29
CREDIT CARD PAYMENTS			
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	AMAZON	INK REFILL	£44.98
			£56.98

AGREED

82. FINANCE REPORT CIRCULATED AS APPENDIX A:

AGREED

83. DATE AND TIME OF NEXT MEETING: MONDAY 17th NOVEMBER 2025

AGREED