

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

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

Dear Councillor

You are hereby summoned to attend the Annual Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Monday 11<sup>th</sup> May 2026 commencing at 7.30pm at the Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.15pm for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Portas Clerk to the Parish Council. 6<sup>th</sup> May 2026

**AGENDA**

- 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2026/27 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR REYNOLDS:**
- 2. CHAIRMANS WELCOME:**
- 3. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**
- 4. TO RESOLVE TO FILL ONE COUNCILLOR VACANCY BY CO-OPTION FOLLOWING AN APPLICATION FROM MR HUGH SHORT. AN EMAIL OF INTEREST HAS PREVIOUSLY BEEN CIRCULATED TO FULL COUNCIL:**
- 5. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:**
- 6. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20<sup>th</sup> APRIL 2026:**
- 7. TO RECEIVE AN UPDATE FROM MERC:**
- 8. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:**

**9. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:**

**10. TO NOTE MATTERS OUTSTANDING (REPORT CIRCULATED):**

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

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

**12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;**

**MERC**

**13. TO ADOPT THE STANDING ORDERS FOR THE COUNCIL YEAR 2026/27:**

**LAST REVIEWED DECEMBER 2026**

**14. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2026/27:**

- Financial Regulations reviewed April 2026 next review April 2027
- Grievance reviewed July 2025 next review July 2026
- Equal opportunities reviewed June 2025 next review June 2026
- Asset Register reviewed April 2026 next review April 2027
- Safeguarding Reviewed June 2025 due for review June 2026
- Lone Working Policy reviewed November 2025 due for review November 2026
- Financial Risk Management reviewed Jan 2026 next review Jan 2027
- Disciplinary reviewed November 2026 due for review November 2027
- Complaints reviewed June 2025 due for review June 2026
- Publication Scheme Reviewed June 2025 due for review June 2026
- Press and Media reviewed April 2026 due for review April 2027
- Freedom of Information Reviewed Feb 2026 due for review Feb 2027
- Data Protection reviewed Feb 2026 due for review Feb 2027

- Parish Councillor Protocol reviewed Feb 2026 due for review Feb 2027
- Social media reviewed June 2025 due for review June 2026
- Financial Support and Grants reviewed June 2025 due for review June 2026
- Retention and Disposal Policy reviewed July 2025 due for review July 2026
- Data Breach Policy reviewed July 2025 due for review July 2026
- Community Engagement Strategy reviewed September 2025 due for review September 2026
- Training Policy reviewed Sept 2025 due for review September 2026
- Death of a Senior National Figure reviewed Feb 2026 due for review Feb 2027
- CCTV reviewed Nov 2025 due for review Nov 2026

**15. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2026/27 (CIRCULATED BY EMAIL):**

**16. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2026/27:**

- Virgin Media
- BT
- EON – Defibrillator Electricity
- British Gas – Gas
- EDF – Electricity
- Data Protection Services
- Barclaycard
- Smethurst & Co (Payroll Services)
- NEST
- GIFFGAFF





- 17. 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 (CİLCA 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 CİLCA UNIT 7 GENERAL POWER OF COMPETENCE:**
- 18. TO CONSIDER TRANSFERRING THE BURIAL FUNDS TO THE GENERAL RESERVE IN ORDER TO BRING IT BACK TO A HEALTHIER LEVEL. AS AT 31<sup>st</sup> MARCH FUNDS TOTALLED £6774. THE SUGGESTED AMOUNT TO TRANSFER IS £6,000:**
- 19. TO CONSIDER PURCHASING A NEW LEAF BLOWER/VACUUM FOR USE BY THE MAINTENANCE OPERATIVE:**
- RYOBI ONE LEAF BLOWER/VACUUM (B&Q) £169 (CORDLESS)**
  - STIHL BG56 PETROL LEAF BLOWER (PEACOCKS). THIS IS THE SAME MODEL AS WE HAD PREVIOUSLY AND WE HAVE THE COMPATIBLE ATTACHMENTS FOR IT £278**
  - HUSQVANA 125B LIGHTWEIGHT PETROL HANDHELD BLOWER WITH FREE PETROL STRIMMER (B&Q) £319**
- 20. PROPOSED BY ANNE WHEELER TO ADOPT A STRESS AT WORK POLICY AND RISK ASSESSMENT (CIRCULATED PRIOR TO MEETING):**
- 21. PROPOSED BY PAUL ROWNTREE THAT COUNCILLORS HAVE THE RIGHT TO WITHHOLD 10% OF ALL FUTURE CONTRACTS (FOR CONSTRUCTION WORK OVER £3000) UNTIL WORK IS COMPLETED TO THE COUNCIL'S SATISFACTION FOR UP TO SIX MONTHS AFTERWARDS FOR SNAGGING. THIS CLAUSE TO BE INSERTED IN ALL CONTRACTS AWARDED.**

**22. PROPOSED BY PAUL ROWNTREE THAT THE FOLLOWING CLAUSE BE INSERTED IN THE LONE WORKING POLICY - 'WHEREVER POSSIBLE AT LEAST ONE COUNCILLOR ACCOMPANIES THE CLERK WHEN MEETING CONTRACTORS'.**

**23. PROPOSED BY ANNE WHEELER THAT THE FOLLOWING CLAUSE BE INSERTED IN THE COUNCIL'S SICKNESS AND ABSENCE POLICY 'IF AN EMPLOYEE IS OFF SICK FOR AN EXTENDED PERIOD OF TIME (OVER 4 WEEKS), THE COUNCIL MAY REQUIRE THEM TO RETURN SOME/ALL OF THE COUNCIL'S EQUIPMENT UNTIL THEY ARE WELL ENOUGH TO RETURN TO WORK'.**

**24. WITH THE CURRENT RISE IN ENERGY PRICES, NEW RATES HAVE BEEN SOUGHT AHEAD OF THE CONTRACT END DATE IN FEB 2027. TO CONSIDER NEW PRICES WITH A 3 YEAR OR 1 YEAR CONTRACT FOR GAS:**

Supplier	Supplier Term	Payment Method	S/C per day	Unit Rate (p/kwh)	Annual Cost
British Gas	CURRENT PRICES	Direct Debit	61 p/day	10.32 p/kWh	£2,892.54
Yu Energy	36 Months	Direct Debit	38.4 p/day	7.989 p/kWh	£2,206.99
EDF	36 Months	Direct Debit	45 p/day	8 p/kWh	£2,233.93
SEFE Energy	36 Months	Direct Debit	181.5 p/day	6.1197 p/kWh	£2,245.70
EON	36 Months	Direct Debit	30 p/day	8.4 p/kWh	£2,282.66

Supplier	Supplier Term	Payment Method	S/C per day	Unit Rate (p/kWh)	Annual Cost
	12 Months	Direct Debit	38.4 p/day	9.125 p/kWh	£2,500.89
	12 Months	Direct Debit	45 p/day	9.3 p/kWh	£2,570.25
	12 Months	Direct Debit	181.5 p/day	7.492 p/kWh	£2,600.73
	12 Months	Direct Debit	30 p/day	9.85 p/kWh	£2,657.79

## 25. CLERKS REPORT:

## 26. FINANCIAL MATTERS:

May 2026 Payments

### GENERAL

	Payee	Invoice	
DD	EON	ELECTRICITY VILLAGE HALL	TBC
DD	BRITISH GAS	GAS - VILLAGE HALL	£357.49
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£739.58
BACS	E PORTAS	REFUND MAINTENANCE OP EQUIPMENT	£13.29
BACS	ACCLC	YEAR END CLOSEDOWN	£990.00
DD	EDF	ELECTRICITY - DEFIBRILLATOR	IN CREDIT
DD	VIRGIN	BROADBAND	£52.80
BACS	KONIKA	PRINTER HIRE	£64.48
BACS	DE SKELLS	APRIL GRASS CUT	£1,722.00
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	TBC
BACS	DE SKELLS	WEED SPRAYING	£1,010.40
BACS	SMETHURST AND CO	PAYROLL SERVICES (NOV TO APRIL)	£240.00
BACS	KONIKA	PRINTER USE	£16.08
			£5,206.12

### CREDIT CARD PAYMENTS

GIFF GAFF	MOBILE PHONE TOP UP	£12.00
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ELDC	GREEN WATSE x3	£165.00
AMAZON	MEETING ROOM CLOCK	£7.99
MICROSOFT	OFFICE SUBSCRIPTION	£8.49
		£193.48

**27. TO CONSIDER QUOTES RECEIVED FOR THE INSTALLATION OF FLOODLIGHTING AT THE SKATE PARK. THE FOLLOWING SUPPLIERS HAVE PROVIDED QUOTES: AXO LEISURE, QUEST ELECTRICAL AND M&J ELECTRICAL.**

**28. 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:**

**29. TO CONSIDER QUOTES FOR FLOODLIGHTING FROM THE FOLLOWING:**

- **COMPANY A TO SUPPLY AND INSTAL 8m HIGH COLUMNS WITH LED 300w FLOODLIGHTS AND ELECTRICAL CABINET TO HOUSE MAINS BOARD AND CONTROLS £18,000 PLUS VAT**
- **COMPANY B TO SUPPLY AND FIT 3 CORE SWA FROM SUPPLY AT MAIN GATE AND NEW STALL KIOSK AND CONSUMER UNIT NEXT TO MUGA FENCE. FLOODLIGHTING NOT SUPPLIED £10,372 PLUS VAT**
- **COMPANY C TO INSTALL 10x 300w LED FLOODLIGHTS WITH BUILT IN PIR ON 5X6 METRE HIGH COLUMNS. CIRCUIT PROTECTED WITH TIMELOCK. 16mm 3 CORE SWA TO BE INSTALLED FROM PARK METRE ENCLOSURE. PRICE MAY BE REDUCED BY £1,537 IF THE EXISTING CABLE SIZE IS CORRECT. £11,741 PLUS VAT**

**30. DATE AND TIME OF NEXT MEETING: MONDAY 15<sup>th</sup> JUNE 2026**