

MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL MONDAY 11th MAY 2026 AT 7.30pm

Present:

Councillor Helen Reynolds (Chair)
Councillor Chris Lyons
Councillor Patrick Warrener
Councillor Anne Wheeler
Councillor Paul Rowntree

Attending via Teams: Emma Portas – Clerk and RFO

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:

It was

RESOLVED: to elect Councillor Helen Reynolds as Chairman of the Parish Council. The declaration of interest form was duly signed.

2. CHAIRMANS WELCOME:

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

3. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Aldridge (ELDC) and Councillor McGonigle (LCC).

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:

It was

RESOLVED: to fill one councillor vacancy by co-opting Mr Hugh Short.

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

Councillor Reynolds and Councillor Wheeler declared an interest as members of MERC.

6. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 20th APRIL 2026:

The minutes of the full council meeting held on 20th April 2026 were approved.

7. TO RECEIVE AN UPDATE FROM MERC:

The last afternoon tea was slightly quieter than usual with around 60 attendees. The committee is currently getting ready for the summer fair. There have been some issues with the heating in the village hall recently but this is due to be repaired this week.

8. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

District councillor not present.

9. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

County councillor not present.

10. TO NOTE MATTERS OUTSTANDING (REPORT CIRCULATED):

Noted

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

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

It was decided that a planning committee will not be required this year as all planning applications will be considered by full council.

It was

RESOLVED: to appoint Councillors Reynolds, Rowntree and Wheeler to the HR Committee.

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;

MERC

Councillor Reynolds and Councillor Wheeler were appointed as representatives for MERC.

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

LAST REVIEWED DECEMBER 2026

The model standing orders were duly adopted.

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 (AMENDMENT – NOV 2025, REVIEW 2026)
- 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

All council policies were duly adopted.

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

Approved

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

Approved

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 (CilCA 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 CilCA UNIT 7 GENERAL POWER OF COMPETENCE:

The GPoC was duly adopted.

18. TO CONSIDER TRANSFERRING THE BURIAL FUNDS TO THE GENERAL RESERVE IN ORDER TO BRING IT BACK TO A HEALTHIER LEVEL. AS AT 31st MARCH FUNDS TOTALLED £6774. THE SUGGESTED AMOUNT TO TRANSFER IS £6,000:

It was

RESOLVED: to transfer funds totalling £6,000 from the burial account to the general account.

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

It was

AGREED: to purchase the STIHL BG56 petrol leaf blower from Peacocks.

20. PROPOSED BY ANNE WHEELER TO ADOPT A STRESS AT WORK POLICY AND RISK ASSESSMENT (CIRCULATED PRIOR TO MEETING):

Adopted

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.

Agreed

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'.

Councillor Rowntree amended his proposal to say that 'wherever possible at least one councillor should accompany the clerk when discussing new contracts'.

Agreed

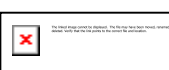
23. PROPOSED BY ANNE WHEELER THAT THE FOLLOWING CLAUSE BE INSERTED IN THE COUNCIL'S SICKNESS AND ABSENCE POLICY 'IF AN EMPLOYEE IS OFF SICK FOR AN EXTENDED PERIOD OF TIME (OVER 4 WEEKS), THE COUNCIL MAY REQUIRE THEM TO RETURN SOME/ALL OF THE COUNCIL'S EQUIPMENT UNTIL THEY ARE WELL ENOUGH TO RETURN TO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

Agreed

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
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	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

This item was deferred until it is established as to whether or not there is an early exit fee if the council decides to switch providers.

25. CLERKS REPORT:

Several items of fly tipping have been removed from the play parks this month.

Evidence of small BBQ's has been noted on the 8 Acres with several areas of scorched grass.

The maintenance operative has worked slightly over his contracted hours this month but will endeavour to stick to his contracted hours in future.

The clerks last day will be 14th May for annual eave and the office will re-open on Tuesday 2nd June.

26. FINANCIAL MATTERS:

May 2026 Payments

GENERAL

	Payee
DD	EON
DD	BRITISH GAS
BACS	OLDEN THYMES
BACS	E PORTAS
BACS	ACCLC
DD	EDF
DD	VIRGIN
BACS	KONIKA
BACS	DE SKELLS
BACS/DD	NEST/STAFF/HMRC

Invoice

ELECTRICITY VILLAGE HALL	TBC
GAS - VILLAGE HALL	£357.49
CEMETERY MAINTENANCE	£739.58
REFUND MAINTENANCE OP EQUIPMENT	£13.29
YEAR END CLOSEDOWN	£990.00
ELECTRICITY - DEFIBRILLATOR	IN CREDIT
BROADBAND	£52.80
PRINTER HIRE	£64.48
APRIL GRASS CUT	£1,722.00
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
	ELDC	GREEN WATSE x3	£165.00
	AMAZON	MEETING ROOM CLOCK	£7.99
	MICROSOFT	OFFICE SUBSCRIPTION	£8.49
			£193.48

All invoices were accepted for payment.

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.

Deferred until further information can be gathered and more up to date quotes received.

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:

Deferred

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**

Deferred

30. DATE AND TIME OF NEXT MEETING: MONDAY 15th JUNE 2026

Agreed