

**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 21st SEPTEMBER 2026 AT
7.30pm**

Present:

**Councillor Helen Reynolds (Chair)
Councillor Anne Wheeler (Vice Chair)
Councillor Chris Lyons
Councillor Patrick Warrener**

Councillor Aldridge - East Lindsey District Council

**Apologies for absence: Councillor Alex McGonigle – Lincolnshire
County Council**

**No members of the public. Public forum opened at 7.15pm and
closed at 7.30pm.**

In attendance: Emma Portas – Clerk and RFO

80. CHAIRMAN'S WELCOME:

The Chair welcomed everyone present and thanked them for their attendance.

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

Councillor Wheeler and Councillor Reynolds declared interests as members of MERC.

82. TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies were received and accepted from Councillor Rowntree.

**83. TO APPROVE THE MINUTES OF THE FULL COUNCIL
MEETING HELD ON 21st JULY 2026:**

The minutes for the meeting held on 21st July 2026 were accepted and duly signed by the Chair.

**84. TO RESOLVE TO FILL ONE COUNCILLOR VACANCY BY CO-
OPTION FOLLOWING AN APPLICATION FROM MR MARC
IRELAND**

**AN EMAIL OF INTEREST HAS PREVIOUSLY BEEN
CIRCULATED TO FULL COUNCIL:**

RESOLVED.

85. TO RECEIVE AN UPDATE FROM MERC:

Following the resignation of Helen Reynolds as chair of the village hall committee, Maureen Surfleet has now taken over.

The committee is continuing to run classes, afternoon tea, quiz nights, pebble hunts and the Xmas fayre. The summer fayre however, will not be going ahead next year.

The committee is due to hold its AGM in November.

86. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:

Councillor Aldridge has attended a recent planning committee meeting but there was nothing concerning Holton le Clay.

New rules on the planning policy framework are soon to come in to effect. Training for parish and town councils will be cascaded down as to how the new rules will be implemented.

Councillor Aldridge is currently looking into a complaint from a resident regarding the uneven surface of the footpath between the A16 and Worsley Close.

87. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:

The county councillor sent apologies and forwarded an update.

- The Royal Oak has been urged to contact Anglian Water as soon as possible in order to resolve a leak to the rear of the property. A weed spraying treatment is due to take place imminently behind the Royal Oak and a tree which has been reported to Highways is due for inspection.
- No updates on the Local Government Reorganisation other than it is currently under review.

88. CLERKS REPORT:

Since the last meeting, there have been no further reported incidents of anti-social behaviour on either the Junior Playing Field or the Eight Acres site. The application of anti-vandal paint appears to have been effective, and the areas continue to be monitored.

The external audit for the financial year has now concluded. The auditor identified two minor administrative errors:

- one box was ticked incorrectly on the Annual Governance Statement, and
- the Council did not formally minute the appointment of the internal auditor.

Aside from these points, the auditor confirmed that all other sections were completed correctly, and the year-end accounts balanced with no issues raised.

Work is ongoing to obtain quotes for tarmac repairs at the Village Hall. Once quotations have been received, the Clerk will prepare and submit an ELIF grant application to support the funding of the works.

The new football team has been sent a contract for the year running from 1st Sept 2026 to 1st Sept 2027. The team has installed a Portaloo on the 8 acres playing field for the teams to use and it has been chained to the 8 acres fence.

89. TO NOTE MATTERS OUTSTANDING:

Noted

90. TO NOTE THE PUBLICATION OF THE NOTICE OF CONCLUSION OF AUDIT AND CONFIRM THAT THE AUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) FOR 2025/26 HAS BEEN MADE AVAILABLE FOR PUBLIC INSPECTION:

Noted

91. TO CONSIDER A REQUEST FROM MERC TO HAVE THE DOOR AT THE TOP OF THE WHEELCHAIR RAMP CHANGED TO AN AUTOMATIC DOOR FOR WHEELCHAIR USERS. THEY ARE PLANNING TO FUND THIS BY APPLYING FOR AN ELIF GRANT:

AGREED: on the proviso that MERC takes full responsibility for the maintenance and any repairs necessary.

92. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE A TRIBUTE FRAMED TO ACCOMPANY A MEMORIAL PLAQUE DONATED TO THE VILLAGE FOR THE WAR MEMORIAL – MB PICTURE FRAMING £80:

AGREED.

93. **PROPOSED BY COUNCILLOR REYNOLDS TO LEAVE THE GATES TO THE JUNIOR PLAYING FIELD UNLOCKED DUE TO LACK OF VOLUNTEERS TO OPEN AND CLOSE THEM:**

AGREED.

94. **PROPOSED BY COUNCILLOR REYNOLDS TO REPAIR THE MUGA FENCE NEAR THE ENTRANCE. TWO COMPANIES WERE APPROACHED FOR QUOTES BUT ONLY ONE RESPONDED.**

- **PLATERS FENCING £1731 INC VAT**

AGREED.

95. **PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE DOUBLE GATES AT THE VILLAGE HALL REPAIRED AS THEY ARE CORRODED ON ONE SIDE. TWO COMPANIES WERE APPROACHED BUT ONLY ONE RESPONDED.**

- **TRADITIONAL FENCING LTD £775**

AGREED

96. **PROPOSED BY COUNCILLOR WHEELER TO HAVE A ROLLING PROGRAMME OF MAINTENANCE WORKS FOR THE PLAY PARKS, ADDRESSING ANY ISSUES HIGHLIGHTED IN THE INSPECTIONS REPORTS:**

AGREED. Councillor Wheeler to suggest a budget for maintenance at the finance meeting in December.

97. **FINANCIAL MATTERS:**

September 2026 Payments

GENERAL		Invoice	
	Payee		
DD	EON	ELECTRICITY VILLAGE HALL	£127.10
DD	BRITISH GAS	GAS - VILLAGE HALL	£44.42
BACS	OLDEN THYMES	CEMETERY MAINTENANCE	£739.58
BACS	K HOLMES	CABLE TIES/BAGS	£11.59
DD	EDF	ELECTRICITY - DEFIBRILLATOR	IN CREDIT
DD	VIRGIN	BROADBAND	£52.80
DD	WAVE/ANGLIAN WATER	CEMETERY WATER	£272.84

BACS	WAVE/ANGLIAN WATER	VILLAGE HALL WATER	£155.68
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	£4,060.19
BACS	VIKING	OFFICE SUPPLIES	£29.82
DD	UNITY TRUST	BANK CHARGES	£7.00
BACS	E PORTAS	REFUND FOB BATTERIES	£4.75
BACS	PLAY INSPECTION CO	ROSPA INSPECTIONS	£378.00
BACS	E PORTAS	REFUND POSTAGE	£3.30
BACS	JETTAWAY	GUTTER CLEAN	£180.00
BACS	PKF LITTLEJOHN	EXTERNAL AUDIT	£756.00
			£6,823.07
CREDIT CARD PAYMENTS			
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	MICROSOFT	OFFICE SUBSCRIPTION	£8.49
	TOOLSTATION	ANTI VANDAL PAINT	£22.19
			£42.68

AGREED. An extra payment was added to the list for the grass cutting, weeding and shutter cleaning at the village hall £171.50. Clerk to inform MERC that any work to the exterior of the building to be referred to the council prior to any future work going ahead.

98. FINANCE REPORT:

CIRCULATED TO COUNCILLORS BY EMAIL

AGREED

99. DATE AND TIME OF NEXT MEETING: 19TH OCTOBER 2026

(clerk on annual leave 20th, 21st and 22nd October)