

**HOLTON-LE-CLAY PARISH COUNCIL**

**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DL  
Lucy Waller - Clerk to the Council Telephone and Fax 01472 825467**

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Dear Councillor

You are hereby summoned to attend the next meeting of Holton-le-Clay Parish Council, which will be held on Monday 19<sup>th</sup> January 2015 commencing at 7.00 pm in the Council Offices, Village Hall, Pinfold Lane, Holton-le-Clay. There will be a 30 minute Public Forum between 7.05 pm and 7.35 pm when members of the public may ask questions or make short statements to the Council.

**Signature..... Clerk to the Council Date...13/01/15...**

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**AGENDA**

**15/1. CHAIRMAN'S OPENING REMARKS;**

**TO INCLUDE A MINUTE SILENCE IN MEMORY OF FORMER COUNCILLOR,  
THE LATE CHRIS LYONS.**

Under the new Regulations of 6 August 2014 any member of the public can have the rights to film and record at Council meetings. Members of the public are reminded that The Public Forum is the only part of the meeting in which it is acceptable for them to contribute or make comment, other than with the permission of the Chairman.

**15/2. APOLOGIES FOR ABSENCE AND REASONS GIVEN:**

**15/3. TO RECEIVE DECLARATIONS OF INTEREST:**

- a. In accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interests in items on this agenda.
- b. Clerk to report any written requests for dispensation in respect of items on this Agenda.

**Dispensation Granted for Setting of Precept at Finance Meeting  
12<sup>th</sup> Jan to cover the period of the month of January 2015.**

**15/4. TO APPROVE THE MINUTES OF THE LAST MEETING HELD ON  
MONDAY 15<sup>TH</sup> DECEMBER 2014 AS A CORRECT RECORD:**

**15/5. TO APPROVE THE MINUTES OF THE FINANCE MEETING HELD ON MONDAY 12<sup>TH</sup> JANUARY 2015 AS A CORRECT RECORD.**

**Report to follow.**

**15/6. TO NOTE THE PROGRESS OF THE ACTIONS ARISING FROM THE PREVIOUS MEETING/S:**

**15/7. TO ADJOURN THE MEETING FOR THE PUBLIC FORUM:**

**(Maximum 30 minutes)**

**15/8. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:**

**Also to note the letter from the Restorative Justice Coordinator**

**15/9. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:**

**15/10. PLANNING MATTERS EAST LINDSEY DISTRICT COUNCIL:**

Planning Permissions and Refusals (for noting).

Approval Full planning permission:

PLANNING APPLICATION NUMBER: N/085/02292/14

APPLICANT: Mrs. S Beatty

PROPOSAL: Planning Permission – Change of use from vacant premises previously used under class B1

LOCATION: UNIT 3, LANCASTER GATE , HOLTON-LE-CLAY

Approval Full planning permission:

PLANNING APPLICATION NUMBER: N/085/02249/14

APPLICANT: CARDTRONICS UK LTD

PROPOSAL: Installation of ATM at existing building (Which has already been installed)

LOCATION: 111-113, NISA ,LOUTH ROAD, HOLTON-LE-CLAY

**15/11 TO APPOINT LUCY WALLER AS THE RESPONSIBLE FINANCIAL OFFICER (WITH RETROSPECTIVE EFFECT AS OF 17<sup>TH</sup> NOV 2014).**

**15/12 PROPOSED BY COUNCILLOR WRIGHT AND SECONDED BY COUNCILLOR BLACKLOCK THAT THE 2015 PRECEPT BE SET AT £53500.**

**(DISTRICT GRANT £2243 +NET PRECEPT £51257) Band D Payment £43.73**

**15/13. PROPOSED BY COUNCILLOR CLIFTON THAT THE COUNCIL PROMOTE PRIDE IN YOUR AREA, DETAILS TO BE DISCUSSED.**

**15/14. PROPOSED BY COUNCILLOR CLIFTON THAT THE PARISH COUNCIL WEBSITE BE USED AS THE CENTRAL LOCATION FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN MATERIAL AND AS A METHOD OF NEIGHBOURHOOD DEVELOPMENT PLAN WITH THE COMMUNITY.**

**15/15. TO CONSIDER A REQUEST FROM A RESIDENT OF CHURCH LANE TO REMOVE A LYME TREE ON THE BOUNDARY OF THE CEMETERY ENTRANCE WHICH THE RESIDENT BELIEVES IS DAMAGING HER DRIVE AND CAUSING A WATER LEAK.**

Note: During recent work on the tree to lift the crown and remove branches overhanging the neighbouring property, the tree surgeon informally surveyed the tree in relation to the above complaint and verbally confirmed that his belief is that the tree roots are not affecting the drive.

**15/16. TO CONSIDER THE FORMAT OF UPCOMING STAFF APPRAISALS.**

Note: Maintenance Operative Appraisal now overdue. Clerk's Probationary Period ends May 2015.

**15/17. TO CONSIDER THE PURCHASE OF A REPLACEMENT OFFICE COMPUTER.**

**15/18. TO CONSIDER THE PURCHASE OF NEW EDITIONS OF REFERENCE BOOKS / ESSENTIAL GUIDES:**

- **Governance and accountability for local Councils 2014 (currently owned 2010 edition) @£20.00**
- **Arnold Baker on Council Administration 9<sup>th</sup> Ed. 2013 (currently owned 8<sup>th</sup> edition) @ £66.00**
- **SLCC CLERKS MANUAL 2013 (Currently owned 2011) @ £32.50**

**15/19. TO CONSIDER A REQUEST BY THE CLERK FOR FUNDING OF £99+VAT FOR AN ONLINE TRAINING COURSE RUN BY SLCC.**

Note: The course is ILCA- Introduction to Local Council Administration. It is an online learning tool to support new Council Clerks in their roles during the first few months of employment, as well as those hoping to go on to complete their CiLCA qualification.

**15/20. FINANCIAL MATTERS:**

- To consider accounts for payment.
- To receive a report from the RFO on the PC finances, including December 2014 Petty Cash.

**15/21. CLERKS CORRESPONDENCE: Page 27**

**15/22. TO RECEIVE REPORTS ON OUTSIDE MEETINGS:**

**15/23. TO RECEIVE REPORTS FROM COMMITTEES:**

- a. Emergency Planning and Planning and Development:  
*To receive a verbal update from Councillor Clifton and Councillor Willingham on the Emergency Plan Development Meeting 6/1/15.*
- c. Personnel and Finance.
- d. Highways and Environment Wards – All Members if necessary.
- e. Reports from any other Committees – If necessary.

**15/24. REPORTS FROM REPRESENTATIVES AND OUTSIDE BODIES:**

To receive a report from the two District Councillors.

To receive reports from Council representatives on other outside bodies:

- a. Neighbourhood Development Plan Steering Group.
- b. Reports from any other outside body. - If necessary.

**15/25. MEMBERS' POINTS OF INFORMATION:**

*To enable Members to raise any other issues for inclusion in the next Council Agenda.*

**15/26. DATE, TIME AND VENUE OF NEXT MEETINGS:** 9<sup>th</sup> February 2015.

General Accounts to be paid

<b>CHQUE NO.</b>	<b>PAYEE</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
<b>Jan</b>	<b>Out of committee</b>				
907	HMRC	Tax &NI	319.06		319.06
908	ELDC	CTAEO	36.87		36.87
January					
909	Cash Float	Jan 2015	50.00		50.00
910-911	Salary	Clerk & Maint Op	1675.53		1675.53
912	LALC	Cllr Training 16.9.14 x 5	35.00		35.00
913	Greenfingers	Cemetery Maint Nov/Dec	310		310
914	Veolia	Amenity Area Grass Cut Nov	425	85	510
915	Veolia	Jnr Playing field Grass Cut Nov	22	4.40	26.40
916	Veolia	8 Acre Grass Cut Nov	70	14	84
<b>TOTAL</b>			<b>2943.46</b>	<b>103.40</b>	<b>3046.86</b>

Burial Accounts to be paid

**NONE**