

FOR PUBLIC USE

**HOLTON-LE-CLAY PARISH COUNCIL**

Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DL

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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 20<sup>th</sup> July 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 Parish Council July 14, 2015

**AGENDA**

**42. CHAIRMAN'S WELCOMING COMMENTS:**

**43. TO RECEIVE APOLOGIES FOR ABSENCE AND RESOLVE TO ACCEPT:**

**44. TO RECEIVE DECLARATIONS OF INTEREST:**

**45. TO APPROVE THE MINUTES OF THE LAST FULL COUNCIL MEETING HELD ON THE 18<sup>TH</sup> MAY AND THE PUBLIC AND PRIVATE MINUTES OF THE EXTRAORDINARY MEETING HELD ON THE 8<sup>TH</sup> JUNE AS CORRECT RECORDS.**

**46. TO NOTE THE PROGRESS OF THE ACTIONS FROM PREVIOUS MEETING/S:**

**47. TO ADJOURN THE MEETING FOR THE PUBLIC FORUM (Maximum 30 minutes):**

**48. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:**

**49. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:**

**50. PLANNING MATTERS EAST LINDSEY DISTRICT COUNCIL.-  
PLANNING PERMISSION/APPEAL DECISION FOR NOTING ONLY:**

*N/085/00612/15-9 HOLTON MOUNT- FULL PLANNING PERMISSION*

*N/085/00903/15-19 CLAY LANE-FULL PLANNING PERMISSION*

*PLANNING INSPECTORATE APPEAL DECISION –HOLTON GRANGE FARM, STATION ROAD-N/085/01086/14- APPEAL ALLOWED*

**PLANNING APPLICATION CONSULTEE COMMENTS REQUIRED:**

- **N/085/00883/15 HOLTON PARTNERSHIP- LAND EAST OF LOUTH ROAD-HYBRID APPLICATION OUTLINE ERECTION OF UP TO 300 HOUSES WITH MEANS OF ACCESS TO BE CONSIDERED & FULL PLANNING PERMISSION FOR CHANGE OF USE.**
- **N/085/01245/15 MR. B. PRINCE -14 BELMONT-REAR GROUND FLOOR EXTENSION TO EXISTING DWELLING TO PROVIDE A KITCHEN , UTILITY, BEDROOM, DRESSING ROOM AND BEDROOM ON THE SITE OF EXISTING SUNROOM WHICH IS TO BE REMOVED.**
- **N/085/01058/15 MR. J. WHARTON – 1 PELHAM ROAD- ERECTION OF A 1.2 METRE HIGH FENCE ON THE FRONT BOUNDARY AND ERECTION OF A 1.8 METRE HIGH FENCE ON THE SOUTHERN BOUNDARY.**

**51. TO CONSIDER CHANGE OF ELECTRICITY PROVIDER:**

**52. TO RESOLVE TO ADOPT NEW FINANCIAL REGULATIONS:**

**53. TO REVIEW AND ADOPT THE MODEL STANDING ORDERS:**

**54. TO REVIEW AND ADOPT THE FOLLOWING POLICIES:**

- **FREEDOM OF INFORMATION**
- **DATA PROTECTION**
- **DISCIPLINARY POLICY**
- **EQUAL OPPORTUNITIES**
- **GRIEVANCE**
- **HEALTH AND SAFETY**
- **HARASSMENT**
- **LONE WORKER**
- **PRESS AND MEDIA**
- **SAFEGUARDING**

**55. TO REVIEW AND ADOPT THE DOCUMENT MANAGEMENT SYSTEM:**

**56. TO REVIEW AND ADOPT SUGGESTED COMMITTEE SYSTEM AND TO MAKE APPOINTMENTS TO COMMITTEES IF REQUIRED:**

**57. PROPOSED BY COUNCILLOR REYNOLDS- THAT £4500 BE TRANSFERRED FROM THE BURIAL BOARD BANK ACCOUNT TO THE GENERAL BANK ACCOUNT TO COVER THE COST OF CEMETERY UPKEEP FOR 2015 IN ORDER TO FREE UP FUNDS FOR OTHER USES:**

***NOTE-Burial account balance at 30<sup>th</sup> June £8238.61***

**58. PROPOSED BY COUNCILLOR REYNOLDS THAT A SKIP BE HIRED TO CLEAR WASTE FROM 2 ABANDONED PARISH GARDENS, AFTER WHICH IT CAN BE USED BY OTHER PARISH GARDENERS.**

***NOTE- There is also some office waste that could be disposed of.***

**59. PROPOSED BY COUNCILLOR ROWNTREE THAT THE CLERK IN CONSULTATION WITH THE CHAIRMAN HAVE DELEGATED POWERS TO WRITE TO RESIDENTS REQUESTING ACTION IN RELATION TO TREES/HEDGES THAT ARE OBSTRUCTING PUBLIC FOOTPATHS/ HIGHWAYS.**

***NOTE – This will remove the necessity to deal with these issues by resolution of Full Council.***

**60. PROPOSED BY COUNCILLOR HELEN REYNOLDS THAT £500 BE AWARDED TO HLC MERC, UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972, IN SUPPORT OF ENTERTAINMENT AT THE VILLAGE SUMMER FAYRE.**

***Note: AS BUDGETED FOR IN THE 15/16 ANNUAL BUDGET. This will pay for the hire of a fairground organ (£100), a bouncy castle (£45)and provision of a magician/punch and Judy show (£155), belly dancers (£80) and clog dancers (£50).***

**61. PROPOSED BY COUNCILLOR REYNOLDS THAT LOCAL BUSINESSES BE APPROACHED TO REQUEST DONATIONS TOWARDS NEW VILLAGE NOTICE BOARD/BOARDS.**

**62. TO AUTHORISE PAYMENT FOR THE ANNUAL ROSPA INSPECTION OF JNR PLAYING FIELD COST £89 PLUS £35 IF ACCOMPANIED.**

***Note- £80 WAS BUDGETED.***

### 63. MAINTENANCE ISSUES:

**A) CONDITION REPORT OF PARISH COUNCIL OFFICE ELECTRICS WAS DUE MAY 2015 – AMJ QUOTED COST AT £160 PLUS VAT**

**B) FOOTBALL TEAM THAT USE THE 8 ACRES HAVE REQUESTED RESEEDING AND ROLLING PRIOR TO THE START OF THE SEASON IN AUGUST.**

*NOTE- £1000 WAS BUDGETED FOR 8 ACRES MAINTENANCE EXCLUDING GRASS CUTTING. COST UNKNOWN AT THIS TIME.*

**C) TO NOTE- COMPLAINT RECEIVED FROM HLC MERC IN REGARD TO DRAINAGE ISSUES IN CAR PARK- QUOTES BEING SOUGHT PRIOR TO FURTHER DISCUSSIONS.**

**D) A PIECE OF GUTTERING IS MISSING FROM A CORNER OF THE FRONT OF THE VILLAGE HALL BUILDING. THIS COULD LEAD TO DAMP AND STRUCTURAL ISSUES. *Estimated cost to replace is less than £25.***

### 64. FINANCIAL MATTERS- PAYMENTS FOR AUTHORISATION:

#### JULY 2015 PAYMENTS

#### OUT OF COMMITTEE

CHQ NO	PAYEE	DETAILS	NET	VAT	GROSS
976	LCC	PASSIVE SIGNS PAYMENT	£32.00		£32.00
	ALERT FIRE				
977	PROTECTION	EXTINGUISHER CHECKS	£64.00		£64.00
978	GLENDALE	8 ACRE 13,30 APR	£148.00	£29.60	£177.60
979	GLENDALE	JNR P/F 13,30, APR	£46.80	£9.36	£56.16
980	GLENDALE	AMENITY GRASS 13/04 30/04	£880.00	£176.00	£1,056.00
981	GLENDALE	8 ACRES 8,15,29 MAY	£222.00	£44.40	£266.40
982	GLENDALE	JNR P/F 8,15,29 MAY	£70.20	£14.04	£84.24
983	PLAYDALE	FINAL EQUIP PAYMENT	£5,816.83	£1,163.37	£6,980.20
984	BYATT & BOARD	RETENTION/HANDRAIL	£5,815.98	£1,163.19	£6,979.17
985	HM REV&CUST	PAYE -5TH JUNE	£98.82		£98.82
986-					
988	SALARY	Jun-15	£1,737.43		£1,737.43
989	P ROWNTREE	REPAYMENT OF OXLEY BILL	£180.00		£180.00

990	KONIKA MINOLTA	USAGE CHARGE 18/03-17/06	£61.89	£12.38	£74.27
991	KONIKA MINOLTA	HIRE CHARGE 18/06-17/09	£44.85	£8.97	£53.82
992	VIRGIN MEDIA	INSTILLATION/USAGE	£52.52	£10.50	£63.02
993	L WALLER	JUNE PETTY CASH	£50.00		£50.00
994	AMAZING GLAZING	NEW DOOR BARREL	£40.00		£40.00
D/D 3	BRITISH GAS	ELEC 8 APRIL-1 JUNE	£237.34	£11.86	£249.20
TOTALS			£15,598.66	£2,643.67	£18,242.33

**BURIAL BOARD**

71	SIGNS EXPRESS	WALL O/R PLAQUE	£39.00	£7.80	£46.80
72	M. BROCKLEBANK	TAP REPAIR CEMETERY	£49.83		£49.83
TOTALS			£88.83	£7.80	£96.63

\*\*\*\*\*THE ABOVE PAID PRIOR TO JUNE 30<sup>TH</sup>\*\*\*\*\*

**JULY CHEQUES**

995	HM REV&CUST	PAYE -5TH JULY	£190.42		£190.42
996-					
998	SALARY	Jul-15	£1,827.75		£1,827.75
999	AMJ	ELECTRICAL REPAIR OFFICE	£40.00	£8.00	£48.00
1000	OFFICE FRIENDS	DESK AND PEDESTAL OFFICE	£178.00	£35.60	£213.60
1001	VIRGIN MEDIA	TELEPHONE/INTERNET	£61.39	£12.39	£73.78
1002	OXLEY	NEW FOB & RE PROGRAMMING OF OTHER FOBS	£84.00		£84.00
1003	GLENDALE	AMENITY GRASS 8/15/29 MAY	£1,320.00	£264.00	£1,584.00
TOTALS			£3,701.56	£319.99	£4,021.55

Petty cash summary:

Income	Expenditure
B/F £22.77	Paint £43.89
May P/C £50.00	Postage £13.35
June P/C £50.00	Petrol (M/O) £10.00
	Parking £1.00
<b>Total £122.77</b>	<b>Total £68.24</b>

B/F to July £54.53

## **65. CLERKS REPORT FOR NOTING:**

Clerk's Report July 2015

Diary entries of note:

26<sup>th</sup> May: Fire Extinguisher Testing completed

3<sup>rd</sup> June: Storm damaged tree removed from outside 34 Holton Mount

8<sup>th</sup> June: New office desk delivered

12<sup>th</sup> June: Interment plot G/37

12<sup>th</sup> June: Office Electrical Fault repaired

16<sup>th</sup> June: External Audit Submitted

17<sup>th</sup> June: FIT submitted

30<sup>th</sup> June: Swing Vandalised- quotes being sought

1<sup>st</sup> July: Vacant Parish Garden re-let.

Correspondence of note:

3<sup>rd</sup> June: Confirmation of decision to move Post Office.

11<sup>th</sup> June: Letter from Councillor C Leyland requesting meeting.

10<sup>th</sup> June: Letter from DDM Agriculture outlining Dong Energy Surveys

1<sup>st</sup> July: Letter from HLC MERC re: drainage issues Village Hall Car Park.

1<sup>st</sup> July: Cheque from British Gas FIT 8/1/15-17/6/15 £764.57

2<sup>ND</sup> July: Remittance advice of BACS payment from ELDC £1800

**66. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLORS:**

**67. ITEMS FOR NEXT AGENDA:**

**68. TO RESOLVE that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**69. Freehold issue**

**70. Freehold issue**

**71. TIME AND DATE OF NEXT MEETING.**

*EXTRAORDINARY MEETING 21<sup>ST</sup> JULY, 7PM*

*FULL COUNCIL **TUESDAY** 22<sup>ND</sup> SEPTEMBER, 7PM*