

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DL**  
**Mrs B L Gash - Clerk to the Council**  
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**THERE WILL BE HELD THE ANNUAL COUNCIL MEETING ON**  
**MONDAY 20<sup>TH</sup> MAY 2013 AT 7.00 PM**

**MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

- 13/109. CHAIRMAN'S OPENING REMARKS.  
13/110. TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2013/2014.  
13/111. TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2013/2014.  
13/112. TO RECEIVE APOLOGIES FOR ABSENCE.  
13/113. TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS  
13/114. NOTES OF THE LAST MEETING HELD ON MONDAY 15<sup>TH</sup> APRIL 2013 TO BE APPROVED AS MINUTES.  
  
13/115. TO ADJOURN THE MEETING FOR THE PUBLIC FORUM (Maximum 30 minutes)  
13/116. TO RECEIVE REPORT FROM LINCOLNSHIRE POLICE.  
  
13/117 PLANNING MATTERS EAST LINDSEY DISTRICT COUNCIL  
a. Planning Applications.

PLANNING APPLICATION NO: N/085/00587/13

APPLICANT: Persimmon Homes Yorkshire

PROPOSAL: Planning Permission – Erection of 5no. dwellings on the site of 3no. dwellings previously approved as plots 7, 8 & 9 as an amendment to that previously approved under planning application reference number: N/085/03227/07.

DECISION BY HOLTON-LE-CLAY PARISH COUNCIL

PLANNING APPLICATION NO: N/085/00211/13

APPLICANT: Mr C Gillman

PROPOSAL: Planning Permission – Extension and alterations to existing bungalow to provide 3no. first floor bedrooms and a bathroom and to include the raising of the roof height and provision of 5no. dormer windows.

LOCATION: 13 MOUNT PLEASANT, HOLTON-LE-CLAY, GRIMSBY, DN36 5ED

DECISION BY HOLTON-LE-CLAY PARISH COUNCIL

PLANNING APPLICATION NO: N/085/00795/13

APPLICANT: Mr S & M Hewson

PROPOSAL: Outline construction of a footpath/cycle way and landscaping in relation to

residential development in North East Lincolnshire.

LOCATION: DEVELOPMENT AT HUMBERSTON AVENUE, CLAY LANE, HOLTON-LE-CLAY

b. Planning Permissions and Refusals (for noting).

PLANNING APPLICATION NUMBER: N/085/00407/13

APPLICANT: Mrs R Rose

PROPOSAL: Planning Permission – Rear single storey extension to existing dwelling.

LOCATION: 44 PINFOLD LANE, HOLTON-LE-CLAY, GRIMSBY, DN36 5DN

DECISION BY EAST LINDSEY DISTRICT COUNCIL

FULL PLANNING PERMISSION

PLANNING APPLICATION NUMBER: N/085/00534/13

APPLICANT: Mr S Smith

PROPOSAL: Planning Permission – Extensions and alterations to existing dwelling to provide a ground floor lounge and en-larged kitchen and to include the raising of the roof height to provide a first floor bedroom and bathroom on the site of an existing porch which is to be removed and erection of a detached garage on the site of an existing garage which is to be removed.

LOCATION: 15 Holton Court, Holton-le-Clay, GRIMSBY, DN36 5EE

DECISION BY EAST LINDSEY DISTRICT COUNCIL

FULL PLANNING PERMISSION

c. Planning Correspondence. 9 Beech Grove. Extension and alterations.

The application was withdrawn 17 April 2013, as not required Planning permission.

13/118.REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES AND EMPLOYEES. . (PREVIOUS APPROVAL THAT THE COMMITTEES HAVE NO DELEGATED POWERS BUT TO MAKE RECOMMENDATIONS TO THE FULL COUNCIL).

13/119.RECEIPT OF NOMINATIONS TO EXISTING COMMITTEES. (TERMS OF REFERENCES ARE NOT YET HELD).

13/120. APPOINTMENT OF ANY NEW COMMITTEES, NUMBER OF MEMBERS AND RECEIPT OF NOMINATIONS TO THEM. (THE CHAIRMAN AND VICE-CHAIRMAN APPOINTED TO ALL COMMITTEES WITH A MINIMUM OF THREE MEMBERS - CAN INCLUDE CHAIR/VICE-CHAIR.

EIGHT ACRES PLAYING FIELD

JUNIOR PLAYING FIELD

CEMETERY /BURIAL MATTERS AND PARISH GARDENS

EMERGENCY PLANNING AND PLANNING AND DEVELOPMENT

PERSONNEL AND FINANCE

TWO SAFEGUARDING OFFICERS.

CLERK TO THE COUNCIL – BURIAL MATTERS AND HOLTON NEWS/PRESS REPORTS.  
HIGHWAYS AND ENVIRONMENT WARDS – ALL MEMBERS.

13/121. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK.

JOINT MANAGEMENT COMMITTEE  
NORTHERN AREA COMMITTEE

NORTH RURAL NEIGHBOURHOOD POLICE PANEL  
SCHOOL GOVERNOR  
HLC MERC  
CHILDREN AND YOUNG PEOPLE'S CHARTER – CLLR REYNOLDS  
ELDC PARISH CARERS CHAMPION – Clerk to the Council.

13/122. REVIEW AND ADOPTION THE MODEL STANDING ORDERS FOR HOLTON-LE-CLAY PARISH COUNCIL.

13/123. REVIEW AND ADOPTION OF THE FINANCIAL REGULATIONS FOR HOLTON-LE-CLAY PARISH COUNCIL.

13/124. REVIEW OF INVENTORY OF LAND AND ASSETS.

13/125. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS AND APPROVE THE QUOTE.

13/126. REVIEW AND OF THE COUNCIL'S AND EMPLOYEES' MEMBERSHIPS OF OTHER BODIES. (LINCOLNSHIRE ASSOCIATION OF LOCAL COUNCILS 1<sup>ST</sup> APRIL 2014/15. SOCIETY OF LOCAL COUNCIL CLERKS 2014.

13/127. TO REVIEW AND DECIDE ON AMENDMENTS TO COUNCIL POLICIES.

- A. COMPLAINTS POLICY.
- B. MODEL PUBLICATION SCHEME.
- C. PRESS/MEDIA POLICY.
- D. SAFEGUARDING POLICY.
- E. EQUAL OPPORTUNITIES POLICY.

13/128. TO REVIEW AND ADOPT THE FINANCIAL RISK ASSESSMENT 2013/2014.

13/129. TO CONFIRM THE SETTING OF CHARGES FOR HOLTON LE CLAY PARISH COUNCIL AND HOLTON LE CLAY BURIAL BOARD

HOLTON LE CLAY PARISH COUNCIL Council Chamber Bookings and Parish Gardens

HOLTON LE CLAY BURIAL BOARD - Burial Fees and Charges

13/130. MEETINGS OF THE PARISH COUNCIL AND SEPARATE BURIAL BOARD (AFTER THE FULL COUNCIL MEETING (IF REQUIRED)) – RECOMMENDED THAT MEETINGS FOR THE MUNICIPAL YEAR 2013/2014 BE HELD ON THE FOLLOWING DATES:

MONDAY 17<sup>TH</sup> JUNE 2013

MONDAY 15<sup>TH</sup> JULY 2013

MONDAY 19<sup>TH</sup> AUGUST 2013 (if req)

MONDAY 16<sup>TH</sup> SEPTEMBER 2013

MONDAY 21<sup>ST</sup> OCTOBER 2013  
MONDAY 9<sup>TH</sup> DECEMBER 2013 (2<sup>ND</sup>)  
MONDAY 17<sup>TH</sup> FEBRUARY 2014  
MONDAY 21<sup>ST</sup> APRIL 2014  
MONDAY 19<sup>TH</sup> MAY 2014 (ANNUAL COUNCIL)

MONDAY 18<sup>TH</sup> NOVEMBER 2013  
MONDAY 20<sup>TH</sup> JANUARY 2014  
MONDAY 17<sup>TH</sup> MARCH 2014  
MONDAY 12<sup>TH</sup> MAY 2014 (ANNUAL PARISH) (2<sup>ND</sup>)

- a. Start time 7.00 pm.
- b. Meetings to finish at 9.00 pm and extended by 30 minutes to 9.30 pm if an Exclusion of Press and Public, and Burial Board meeting is held. (2 ½ hours maximum time).
- c. Police report to be copied to members with the Agenda and added to the minutes.
- d. County and District Councillors to submit written reports, to be copied to members with the Agenda and attached to the minutes.
- e. Individual Councillor Committee members to submit written reports, to be copied to members with the Agenda and attached to the minutes.

13/131. RESOLVED THAT THE PARISH COUNCIL AUTHORISES THE SIGNING OF THE LEASE DOCUMENT – BETWEEN THE PARISH COUNCIL AND HLC MERC FOR THE VILLAGE HALL.

13/132. PROPOSED BY COUNCILLOR BLACKLOCK THAT THE PARISH COUNCIL PURCHASE A LARGE SKIP TO CLEAR THE WASTE MATERIALS AND UNWANTED OLD COUNCIL MATERIALS FROM SITE AND THAT THE COUNCIL ALLOW HLC MERC TO CLEAR THE WASTE FROM THE DISMANTLED CARAVAN, AS THEY LAST ALLOWED THE COUNCIL TO USE THE SKIP THEY PROVIDED FOR PART OF THE COUNCILS WASTE.

13/133. PROPOSED BY COUNCILLOR WILLINGHAM THAT THE POSITION OF CHAIR AND VICE CHAIRMAN IS SET AS A FIXED YEAR APPOINTMENT FOR 1 OR 2 YEARS, AND AT THE END OF THAT PERIOD, THE VICE CHAIRMAN TAKE OVER THE POSITION OF THE CHAIR AND A NEW VICE CHAIRMAN IS ELECTED.

13/134. CONSIDERATION OF A GRANT TO LINCOLN & LINDSEY BLIND SOCIETY.

13/135. TO APPROVE QUOTATION TO SUPPLY AND INSTALL OVERLAP PANEL AND TIMBER POSTS CONCRETED INTO THE GROUND AT THE CEMETERY/PARISH GARDENS – MONIES FROM BURIAL ACCOUNT £50.00 + VAT.

13/136. TO CONTINUE WITH BRITISH GAS ELECTRIC FIXED PRICE ENERGY PLAN AT THE NEW VILLAGE HALL - RENEWAL DATE OF 20<sup>TH</sup> AUGUST 2013 FOR ONE YEAR.

13/137. TO APPROVE NEW SIGNATORIES (IF REQUIRED).

13/138. CLERKS REPORT ON MATTERS OUTSTANDING (Circulated with Agenda).

13/139. FINANCIAL MATTERS.

- a. To consider accounts for payment.
- c. To receive a report from the RFO on the PC finances, Income and Expenditure.
- d. Year End accounts by RBS software on Friday 19<sup>th</sup> April 2013.
- e. External Auditor – Grant Thornton Notice of the Annual audit for YE 31 March 2013.
- f. Notice of Appointment of date for the exercise of Electors' rights displayed 10 May.

- g. Internal Auditor date Friday 24<sup>th</sup> May 2013.
- h. Zurich Insurance renewal 1<sup>st</sup> June 2013.
- i. BACS payment – Precept payment in April of £25,000.
- j. Sent for VAT refund for £4,570.38.
- k. Public Sector Deposit Fund – to be discussed at June 2013 meeting with Annual Account return.
- l. RBS letter dated April 2013 with details of overdrafts.
- m. Duncan & Toplis letter dated 7 May 13 – PAYE liabilities details for period end 5 May
- n. Duncan & Toplis agreement signed by Clerk.

13/140.HIGHWAY/STREET LIGHTS/WASTE.

13/141. Contracts for Approval and Update. Green Fingers contract signed.

13/142.Clerks Correspondence. To note general correspondence (future events, publications and letters are available for viewing).

13/143.To receive reports on Outside meetings.

13/144.To receive reports from committees.

- a. Eight Acres Playing Field. To discuss the repairs needed to gate and post. Request to hold a charity event on the 8 Acres in August.
- b. Junior Playing Field. Cradle seat fitted Monday 13 May 2013.
- c. Cemetery/Burial Matters and Parish Gardens.
- d. Emergency Planning and Planning and Development.
- e. Personnel and Finance.
- f. Highways and Environment Wards – area of responsibility of highways, street lighting and roads – All members.
- g. Press/Media representative (including Holton News).

13/145.Reports from representatives and outside bodies:

- a. To receive a report from the County Councillor.
- b. To receive a report from the two District Councillors.
- c. To receive reports from Council representatives on other outside bodies:
  - a). Infant/Junior School Governors.
  - b). Neighbourhood Development Plan Steering Group.
  - c). Joint Management Committee.
  - d). HLC (MERC).
  - e). North Rural Neighbourhood Police Panel.
  - f). Northern Area Committee.
  - g). Safeguarding Officers.
  - h). Children and Young People’s Charter – Councillor Reynolds.
  - i). ELDC Parish Carers Champion – Clerk to the Council.

13/146.Matters Arising

13/147.Date, time and venue of next meeting: tbc

### 13/138. Matters Outstanding

- a. New Bus shelters.
- b. Louth Road/A16 junction update.
- c. Support with cutting back hedgerow on former railway land near Children's Centre.
- d. Bank Signatories.
- e. Lease to HLC MERC.

### 13.142 Correspondence.

- a. EDLC Are Committee Meetings letter dated 19 April 2013.
- b. ELDC Letter Scrutiny Review – Does Planning have the right tools to deliver letter dated 25<sup>th</sup> March 2013 received on 18 April 2013.
- c. NELincs Jonathan Ford email of 14 May 2103 re: Louth Road Bus Stop.
- d. New Borrowing Approval Guidance from LALC dated 29 April 2013.
- e. Email dated 1 May 2013 from Lincolnshire Wolds Railway re: former railway land.
- f. Email dated 18 April 2013 from Joyce Wellings Childrens centre re: Emergency evacuation
- g. Email of 18 April 2013 – sign up to County Council Consultation Database.
- h. Email dated 10 May 13 from Community Development Officer (East Lindsey) Lincs CVS.
- i. Newsletter dated 9 May 13 – Emergency Exercise Taking Place at Waddington 21/22 May 2013.
- j. Community Lincs email dated 3 May 13 – Localism in Lincolnshire Debate
- k. Notes on Neighbourhood Planning from the department of Communities and Local Government.

### PUBLICATIONS

Howarth Timber & Building Supplies

Alexandra booklet

Wicksteed playscapes

Louth Rural Neighbourhood Policing Team Area Update – April 2013

Lincolnshire Carers & Young Carers Partnership Newsletter April/May 2013

Marshall Trailers and Glasdon

Planning Portal News

Lincolnshire Police Volunteering Questionnaire dated 22 April 2013

Lincolnshire Police – Wolds Area Partners briefing dated 24<sup>th</sup> April 2013

Dog Warden Service – Information for website or newsletter

LSP newsletter