

HOLTON-LE-CLAY PARISH COUNCIL

Council Offices, Peppercorn Walk, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DQ

Mrs B L Gash

Clerk to the Council

Telephone and Fax 01472 825467

E mail: HLC.PC@btconnect.com Website: <http://parishes.lincolnshire.gov.uk/HoltonleClay>

Dear Councillor

You are hereby summoned to attend the next meeting of Holton-le-Clay Parish Council, which will be held on Monday 16th May 2011, which is the ANNUAL COUNCIL MEETING, commencing at 7.30 pm in the Council Offices, Peppercorn Walk, Holton-le-Clay. The business to be dealt with at the meeting is listed in the Agenda.

There will be a 30 minutes public forum between 7.30 pm and 8.00 pm when members of the public may ask questions or make short statements to the Council.

Signature..... Clerk to the Council Date.....

AGENDA

- 11/127. CHAIRMAN’S OPENING REMARKS.
- 11/128. TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2011/2012.
- 11/129. TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE FOR 2011/2012.
- 11/130. TO RECEIVE APOLOGIES FOR ABSENCE.
- 11/131. ACCEPTANCE OF OFFICE - TO NOTE THE COMPLETION OF THE DECLARATION OF OFFICE FORMS BY THE PARISH COUNCILLORS.
- 11/132 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS - IN ACCORDANCE WITH THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 2000 AND THE LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007 (SI 2007/1159). PERSONAL AND PREJUDICIAL INTERESTS FOR ITEMS ON THE AGENDA.
- 11/133. NOTES OF THE LAST MEETING HELD ON MONDAY 18TH APRIL 2011 TO BE APPROVED AS MINUTES.
- 11/134. NOTES OF THE BURIAL BOARD MEETING HELD ON MONDAY 17TH JANUARY 2011 TO BE APPROVED AS MINUTES.
- 11/135. NOTES OF THE BURIAL BOARD MEETING HELD ON MONDAY 21ST MARCH 2011 TO BE APPROVED AS MINUTES.
- 11/136. NOTES OF THE BURIAL BOARD MEETING HELD ON MONDAY 18TH APRIL 2011 TO BE APPROVED AS MINUTES.
- 11/137. AMENDMENT TO ITEM 11/105. THE NOTES OF THE JOINT MEETING WITH HLC MERC HELD ON TUESDAY 5TH APRIL 2011 – TO ADOPT THE RECOMMENDATIONS.

11/138. TO ADJOURN THE MEETING FOR THE OPEN FORUM (Maximum 30 minutes). THIS PROVIDES AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO RAISE QUESTIONS ABOUT AND COMMENT ON ITEMS ON THE AGENDA.

11/139. TO RECEIVE REPORT FROM LINCOLNSHIRE POLICE.

11/140. PLANNING MATTERS EAST LINDSEY DISTRICT COUNCIL

a. Planning Applications.

APPLICANT: C & C Smaller

PROPOSAL: Planning Permission – Extension to existing dwelling to provide a first floor bedroom and shower room.

LOCATION: 24 EDINBURGH DRIVE, HOLTON-LE-CLAY, LINCOLNSHIRE, DN36

DECISION BY HOLTON-LE-CLAY PARISH COUNCIL

b. Planning Permissions and Refusals (for noting). None.

c. Planning correspondence.

Town and Country Planning Act 1990. ELDC letter dated 21 April 2011.

Planning Appeal By: Mr D Gilham

Land at: 9 BEAUMONDE, HOTLON-LE-CLAY, LINCOLNSHIRE, DN36

Appeal reference APP/D2510/A/11/2150603/NWF

Appeal starting date: 12/04/11

11/141. CO-OPTION OF MEMBERS – THERE IS ONE VACANCY. RECOMMENDED -

A. THAT THE COUNCIL BELIEVES THAT IT IS IN THE INTERESTS OF THE PARISH THAT THE ONE VACANCY ON THE COUNCIL IS FILLED, AND THAT THIS BE ACHIEVED BY CO-OPTION.

B. THAT PERSONS ELIGIBLE TO BECOME CO-OPTED BE ENCOURAGED TO PUT THEIR NAMES FORWARD TO THE CHARIMAN.

C. THAT CONSIDERATION IS GIVEN TO A PROCESS OF SELECTION AT THE NEXT MEETING.

11/142. POWERS, DUTIES AND RESPONSIBILITIES – TO RECOMMEND THAT THE POWERS, DUTIES AND RESPONSIBILITES OF PARISH AND COUNCILS BE NOTED – AS SET OUT IN THE CIRCULATED THE GOOD COUNCILLOR GUIDE 3RD EDITION - PUBLISHED BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS.

143. TO APPROVE AND ADOPT THE MODEL STANDING ORDERS FOR HOLTON-LE-CLAY PARISH COUNCIL.

11/144. TO APPROVE AND ADOPT THE 2009 FINANCIAL REGULATIONS FOR HOLTON-LE-CLAY PARISH COUNCIL.

11/145. TO CONSIDER THE ADOPTION OF THE FINANCIAL RISK ASSESSMENT 2011/2012.

11/146. TO REVIEW COMMITTEE AND PORTFOLIO STRUCTURES AND TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED COMMITTEES/AND OR AS PORTFOLIO HOLDERS. THE COMMITTEES ARE TO HAVE NO DELEGATED POWERS BUT TO MAKE RECOMMENDATIONS TO THE FULL COUNCIL.

THE CHAIRMAN AND VICE-CHAIRMAN APPOINTED TO ALL COMMITTEES.
COMMITTEES OF THREE MEMBERS WHICH CAN INLCUDE CHAIR/VICE-CHAIR.

EIGHT ACRES PLAYING FIELD
JUNIOR PLAYING FIELD
CEMETERY /BURIAL MATTERS AND PARISH GARDENS
EMERGENCY PLANNING
PERSONNEL AND FINANCE

INDIVIDUAL – BURIAL MATTERS AND HOLTON NEWS/PRESS REPORTS.

HIGHWAYS AND ENVIRONMENT – ALL MEMBERS – SEE ATTACHED LIST.

11/147. TO APPOINT REPRESENTATIVES ON THE UNDER MENTIONED BODIES AS REQUIRED:

JOINT MANAGEMENT COMMITTEE (2 MEMBERS)
NORTH RURAL NEIGHBOURHOOD POLICE PANEL (2 MEMBERS)

HLC MERC (2 MEMBERS) – THIS NEEDS TO BE INVESTIGATED AND THE HLC MERC ONTACTED REGARDING THE CONSTITUTION AND APPOINTMENT OF PARISH COUNCILLORS AS TRUSTEES.

NORTHERN AREA COMMITTEE
CHILDREN AND YOUNG PEOPLE’S CHARTER – CLLR REYNOLDS

11/148. TO REVIEW THE COUNCIL ASSET REGISTER.

11/149. TO REVIEW THE COUNCIL INSURANCE POLICY AND APPROVE THE QUOTE.

11/150. TO REVIEW AND DECIDE ON AMENDMENTS TO COUNCIL POLICIES.

- A. COMPLAINTS POLICY.
- B. MODEL PUBLICATION SCHEME.
- C. PRESS/MEDIA POLICY.

10/151. TO CONFIRM THE SETTING OF CHARGES FOR HOLTON LE CLAY PARISH COUNCIL AND HOLTON LE CLAY BURIAL BOARD

11/152. MEETINGS OF THE PARISH COUNCIL AND SEPARATE BURIAL BOARD (AFTER THE FULL COUNCIL MEETING (IF REQUIRED)) – RECOMMENDED THAT MEETINGS FOR THE MUNICIPAL YEAR 2011/2012 BE HELD ON THE FOLLOWING DATES:

MONDAY 20 TH JUNE 2011	MONDAY 18 TH JULY 2011
MONDAY 15 TH AUGUST 2011 (if req)	MONDAY 19 TH SEPTEMBER 2011
MONDAY 17 TH OCTOBER 2011	MONDAY 21 ST NOVEMBER 2011
MONDAY 12 TH DECEMBER 2011 (2 nd)	MONDAY 16 TH JANUARY 2012
MONDAY 20 TH FEBRUARY 2012	MONDAY 19 TH MARCH 2012
MONDAY 16 TH APRIL 2012	MONDAY 14 TH MAY (ANNUAL COUNCIL) (2 nd)
MONDAY 21 ST MAY (ANNUAL PARISH)	

11/153. TO DISCUSS THE CPRE 2011-2012 AFFILIATION MEMBERSHIP - £25.00.

11/154. APPROVAL TO PURCHASE AT DISCOUNTED PRICE COPY OF THE REVISED FIRST EDITION OF 'STANDING ORDERS FOR LOCAL COUNCILS' AT A COST OF £25.00.

11/155. SKATEPARK PROPOSAL

A. CONSTRUCTION OF A SKATEPARK ON THE OLD BOWLING GREEN AT 8 ACRES PLAYING FIELD.

B. TO APPROVE THE QUOTE FOR HIRE OF EQUIPMENT TO THE SUM OF £400.00.

11/156. BUS SHELTERS – TO APPROVE THE INSTALLATION OF UP TO 3 BUS SHELTERS.

A. LCC HIGHWAYS THROUGH FUNDING.

B. APPLY FOR GRANT AID.

IF NOT SUCCESSFUL WITH FUNDING OR GRANT AID TO CONSIDER THE PURCHASE OF BUS SHELTERS AT A FUTURE MEETING.

11/157. TREES – SITUATED ON BANK OF ROYAL OAK CAR PARK NEXT TO OLD SCHOOL HOUSE. TO DISCUSS AND A SUGGESTION TO OBTAIN QUOTES TO FELL 3 TREES AND REMOVE IVY ON 2 OTHERS, IN THE INTERESTS OF THE PARISH COUNCIL TO CONTRIBUTE TO THE COSTS.

11/158. TO DISCUSS THE ARRANGEMENTS FOR THE HOLTON-LE-CLAY PARISH COUNCIL MEMBERS GROUP PHOTOGRAPH AND COSTS INVOLVED.

11/159. ACCOUNTS & FINANCE

a. Finance Update.

b. Authorisation of Cheque Payments.

c. Direct Debit system to be discussed once firm details are received by Clerk.

11/160. CONTRACTS FOR APPROVAL AND UPDATE.

a. Awaiting gate quotes for the ROSPA work at Junior Playing field.

b. Official Orders completed for the benches, 8 Acres and Junior Playing Field paint work.

11/161. HIGHWAY/STREET LIGHTS/WASTE.

a. East Division Quarterly Updates – April/June 2011. Gully Emptying in May 2011.

b. Temporary Road Closure: Holton-le-Clay/Tetney on Holton Road – Water main replacement by BSP Associates Ltd letter dated 20 April 2011.

11/162. CLERKS REPORT ON MATTERS OUTSTANDING - For the June meeting.

11/163. LINCOLNSHIRE AND EAST LINDSEY DISTRICT COUNCIL REPORTS TO INCLUDE WRITTEN REPORTS.

11/164 CLERKS CORRESPONDENCE FOR ACTION Lincolnshire Association of Local Councils Parish Survey 2011 – to go through survey with members.

11/165. CLERK CORRESPONDENCE FOR INFO.

- a. Lincolnshire Best Kept Villages and Small towns Competition 2011. Notices - Notice Boards, website and Holton News.
- b. Website counts for April 2011.
- c. Site Visit to Church Lane re: relocation of Bus Stop.
- d. ELDC Alcohol Consumption Ban for the village letter dated 26 April 2011. (Copied)
- e. Northern Area Committee minutes dated 30th March 2011.

11/166. PUBLICATIONS – (FOR NOTING AND SIGNING OUT OF COUNCIL OFFICES) Nil.

11/167. EVENTS

Localism in Lincolnshire – Conference Friday 10th June 2011 at Bishop Grosseteste University College. (£48.00 fee).

Post Election Assemblies for new council members. Wragby 6 July, Cranwell 11 July 2011.

Preparing an Emergency Plan – Workshops – Thursday 14 July 2011 – Legbourne, Louth.

11/168. TO RESOLVE WHETHER THE COUNCIL WILL GO INTO CLOSED SESSION:

11/169. TO DISCUSS THE SALE OF COUNCIL OFFICES.

AUTHORISATION OF CHEQUE PAYMENTS – MAY 2011

Monthly Accounts Income & Expenditure

Produced by: Betty Gash

Payer/Payee	Details	Income	Expend
GENERAL ACCOUNT			
MRS B L GASH	April Salary (Month 2) 24 hours pw – Gross £900.37. meetings. Total Gross £tbc. (Tax £tbc. NI £tbc) less 2010/2011 underpayment of tax 60 pence.		tbc
HRMC	Tax and NI contributions (Month 2) Tax £tbc, Employee NI £tbc, Employer NI £tbc.		tbc

HMRC	Underpayment of tax. Mrs B L Gash, Jun 20p, Sep 20p and Dec 20p. Also due to deducting the tax free incentive in advance for 2010/11. £75.02		£75.62
PETTY CASH - FLOAT	May (Month 2)		£50.00
VEOLIA ES (UK) LTD	Amenity Grass Cutting – April 2011. Grass cut w/e 01/04, 08/04, 15/04 & 29/04		£1905.12
VEOLIA ES (UK) LTD	8 Acres Playing Field - April 2011 Cut and strim w/e 01/04, 08/04, 15/04 & 29/04.		£317.56
VEOLIA (UK) LTD	Junior Playing Field – April 2011 Cut and Strim w/e 01/04, 08/04, 15/04 & 29/04		£100.56
Npower	Council Offices Electric bill. Adjustment of payment and Credit note of £131.22. Statement Dated 4 May 2011. Total due £0.94.		To be added to next bill
BRITISH GAS	Etherington Arms Electricity 31/12/10 to 30/04/2011		£31.49
SIGNS EXPRESS	To supply 2 x Wall of Remembrance		£69.60
C WRIGHT	Cemetery Caretaking and Maintenance		tbc
Total Expenditure			tbc
Income PRECEPT	1 ST Half yearly amount on 19 April 2011		£25,000
Leaseland at 103 Louth Rd	Payment by tenant on Tuesday 26 April 2011		£25.00
BURIAL BOARD	Wall of Remembrance Plaque x 2 for Cllr Mrs Johnson and Mr & Mrs Cooke		£60.00
	1. Awaiting outstanding payment ELDC Leaseland at 101 and 103 Louth Road and Annual 2011/2012 payment for 101 Louth Road 2. BMH Estate Agent – sale of Council Offices fee £1490.00 3. Veolia Rolling of the 2 football pitches. £170		

