

NOTES OF THE HOLTON LE CLAY ANNUAL COUNCIL MEETING
HELD IN THE COUNCIL OFFICES, PEPPERCORN WALK, HOLTON LE CLAY
ON MONDAY 17TH MAY 2010 AT 7.38 PM

Present:	Councillor Blacklock	Acting Chairman
	Councillor Greetham	Councillor Neary
	Councillor Hill	Councillor Reynolds
	Councillor S Lyons	Councillor Willingham
	Mrs B L Gash	(Clerk to the Council)
	Lincolnshire County Council:	Not present
	East Lindsey District Council:	Councillor Blacklock

10/89. IN THE CHAIR – COUNCILLOR BLACKLOCK

10/100. ELECTION OF CHAIRMAN.

Councillor Blacklock proposed Councillor Johnson for the Chairman of the Parish Council. Seconded by Councillor Greetham. All members were in favour of Councillor Johnson being reappointed.

10/101. CHAIRMAN TO MAKE HIS/HER DECLARATION OF ACCEPTANCE OF OFFICE

This will be completed at the next earliest opportunity due to Councillor Johnson being absent from this meeting.

10/102. ELECTION OF VICE-CHAIRMAN.

Councillor Greetham proposed Councillor Blacklock for Vice-Chairman of the Parish Council. Seconded by Councillor Hill. All members were in favour of Councillor Blacklock being reappointed.

10/103. VICE-CHAIRMAN TO MAKE HIS/HER DECLARATION OF ACCEPTANCE OF OFFICE.

The Vice-Chairman completed his Declaration of Acceptance of Office and this was witnessed by the Clerk.

10/104. APOLOGIES FOR ABSENCE.

Councillor Johnson, Councillor Rowntree, Councillor Lyons and District Councillor Aldridge.

10/105. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE 2000 LOCAL GOVERNMENT ACT. PERSONAL OR PERSONAL AND PREJUDICIAL.

Councillor Blacklock on all Planning Applications. However Councillor Blacklock explained he can still oversee the Planning Applications. Councillor Neary has a personal interest in the Planning Application of Mr & Mrs Carter and Councillor Greetham the Planning Permission of Mr Hirst. Councillor Blacklock on one of the quotations for the 'boarding up' of the Etherington Arms.

10/106. NOTES OF THE LAST MEETING HELD ON MONDAY 19TH APRIL 2010 TO BE APPROVED AS MINUTES. Proposed by Councillor S Lyons and Seconded by Councillor Willingham that these notes be accepted as Minutes of the Parish Council Meeting that was held on Monday 19th April 2010. There was one amendment to 10/87 in reference to the reimbursement of £40.00 to the Parish Clerk towards costs for tree and hedgerow cutting. ‘that the Clerk is advised not to use own money for Council payments’.

RESOLVED to confirm as a correct record the Minutes and signed by the Chairman.

10/107. EXTRAORDINARY MEETING HELD ON THURSDAY 15TH APRIL 2010 TO BE APPROVED AS MINUTES. Proposed by Councillor Hill and Seconded by Councillor Reynolds that these notes be accepted as Minutes of the Extraordinary meeting held on Thursday 15th April 2010. Councillor Blacklock and Councillor Greetham abstained as they said they had not received these minutes.

RESOLVED to confirm as a correct record of the Minutes and signed by the Chairman.

10/108. TO ADOPT RECOMMENDATIONS FROM THE ETHERINGTON ARMS MANAGEMENT COMMITTEE MEETING ON THURSDAY 15TH APRIL 2010. Proposed by Councillor Hill and Seconded by Councillor Reynolds. Councillor Blacklock and Councillor Greetham abstained as they said they had not received these minutes.

10/109. TO ADJOURN THE MEETING FOR THE OPEN FORUM (Maximum 30 minutes)

TIME MEETING ADJOURNED – 7.50 PM

The Chairman asked members if there were any items they would like to raise. Councillor S Lyons asked about legal costs. His concerns are if the parish Council is getting value for money if it is using the same solicitor currently Wilkin Chapman instead of getting the best value. If the Council always go back to the same solicitor what is the incentive for them carrying out the work? There was also the question of locality and whether the council should use a solicitor in its own District and County. Proposed by Councillor S Lyons and Seconded by Councillor Blacklock that the Parish Council obtains competitive rates for any future legal requirements rather than keeping with the current solicitor. All members in favour.

RESOLVED the Clerk seeks competitive rates from other local Solicitors whenever the next occasion should arise.

Councillor Reynolds asked when the memorial seat will be erected in front of the A R Kent Builders homes in memory of the late Jo Bevers. The Clerk explained that she hasn't had confirmation from the builders but did receive acknowledge of her letter from the architect.

RESOLVED the Clerk investigate the latest situation in regards the memorial seat for the late Jo Bevers.

TIME MEETING RECONVENED – 8.00 PM

10/110.TO RECEIVE REPORTS FROM REPRESENTATIVES FROM OUTSIDE BODIES.

- a. Lincolnshire Police. Not present. A report was scanned to members on 18 May.
- b. Lincolnshire County Council. No report.
- c. East Lindsey District Council. Councillor Blacklock handed out a report.
(1) Councillor Blacklock said he had a meeting with the Leisure Services – the section that deals with gardens, Railways and allotments. He believes the District Councillors might be getting the Probation Service to support the Parish Council. This would be free of charge which is an item organised by the Probation Service at Louth. (2) On 10 June Councillor Blacklock will be having a meeting with the East Midlands Big Lottery Fund who will be visiting Louth and Holton-le-Clay. Looking at a £100,000 grant for the 8 Acres Playing Field, Old Railway track, Public House and the Junior Playing Field which could do with some more equipment. (3) The meeting with James Culley on 12 May 2010 went very well. The next meeting is scheduled for Tuesday 8 June 2010 at 7.30 pm. There are a lot of grant packages available. (4) Councillor Blacklock has looked into the Health & Safety at the Etherington Arms and has arranged for ELDC to do a risk assessment. (5) Licensing for Films. If the Council are to show films it is requested that the details are passed to Councillor Blacklock with specifics to forward onto ELDC.

10/111.PLANNING MATTERS EAST DISTRICT DISTRICT COUNCIL

- a. Planning Applications.

PLANNING APPLICATION NO. N/085/00493/10

APPLICANT: Mr N Hirst

PROPOSAL: Planning Permission – Erection of a house on the site of an existing dwelling which is to be demolished.

LOCATION: 71 TETNEY LANE, HOLTON LE CLAY, LINCOLNSHIRE, DN36 5AU

DECISION BY HOLTON-LE-CLAY PARISH COUNCIL: SUPPORT

There is reservations on the large room on ground floor level being used as a Games Room and Gymnasium in a family house.

PLANNING APPLICATION NO. N/085/00652/10

APPLICANT: Mr & Mrs Cooke

PROPOSAL: Planning Permission – Extension and alterations to existing house to provide a garden room and kitchen on the site of an existing kitchen, porch and w.c. which are to be demolished.

LOCATION: 85 LOUTH ROAD, HOLTON LE CLAY, LINCOLNSHIRE, 4N36 5AA

DECISION BY HOLTON LE CLAY PARISH COUNCIL: SUPPORT

PLANNING APPLICATION NO. N/085/00793/10

APPLICANT: Mr K Appleyard

PROPOSAL: Planning Permission – Change of use and conversion of part of existing building consisting of a hairdressers and beauty salon to provide a cafe.

LOCATION: UNIT 1, PINFOLD LANE, HOLTON LE CLAY, GRIMSBY
LINCOLNSHIRE, DN36 5DL

DECISION BY HOLTON LE CLAY PARISH COUNCIL: SUPPORT

The Council has noted that this is another application to provide a café at Unit 1, Pinfold Lane of which the first application had been granted Full Planning Permission.

b. Planning Permissions and Refusals (for noting).

PLANNING APPLICATION NO. N/085/00435/10

APPLICANT: Mr D Gentle

PROPOSAL: Planning Permission – Alterations to existing house to provide a pitched roof over an existing flat roof.

LOCATION: 81 LOUTH ROAD, HOLTON LE CLAY, LINCOLNSHIRE DN36 5AA

DECISION BY EAST LINDSEY DISTRICT COUNCIL

FULL PLANNING PERMISSION

c. Planning correspondence.

Appeal Decision - Site visit made on 22 February 2010.

Appeal Ref: AP/D2510/A/09/2115733. Rear of Grange Farm, Station Road, Holton le Clay, Grimsby, Lincolnshire, DN36 5HT. Planning permission has been granted with conditions.

10/112. COMMITTEES OF THE COUNCIL

TO DECIDE WHETHER TO HOLD COMMITTEES OR PORTFOLIO HOLDERS

a. Discussions took place on why the Chairman and Vice Chairman are on every committee and Councillor Blacklock said it was most likely a procedure laid down by a previous Chairman in 1976 taken from the District Council. Councillor Blacklock explained that a Portfolio holder could be given an area of responsibility and brings back to Full Council with their report. The Portfolio holder would have authority to get quotes and bring the recommendations back to Full Council for approval. Apart from the Clerk and Proper Officer an individual Council member does not have any powers of delegation. It was agreed that the Portfolio holder could get help from outsiders or the committee if required. Suggested Portfolio holders:

8 Acres Playing Field

Junior Playing Field

Cemetery and Burial Matters

Parish Gardens
Emergency Planning
Highways and Environment
Public Relations Officer
Youth Representative
Events Officer
Police Representative

Afternote. The Personnel and Finance Committee has to be a minimum of 2 members which is always the Chairman and one or 2 members.

Proposed by Councillor S Lyons and Seconded by Councillor Greetham that the Parish Council to adopt Portfolio holder appointments instead of Committee members. The nominated Portfolio holders will be agreed at the next Full Council meeting.

RESOLVED the Clerk forward the list of portfolio holders to all members and collate the returns to present at the next Full Council meeting for approval.

RESOLVED members put in a written application of the preferred Portfolio holder appointments.

b. Appointment of members to the Committees or Portfolio holder. This will be agreed at the June Full Council meeting on 21 June 2010.

c. To decide if members of the public can be a committee member in a non voting role. It was agreed to leave this as an open item and to be decided as and when the occasion arises. The following list will be agreed at the next Full Council meeting.

Northern Area Committee (County and District members)
Policing – Northern Rural Neighbourhood Panel Representatives
Joint Management Committee

Holton News – Parish Clerk
Internal Auditor – to be confirmed to monitor accounts 4 times a year.

10/113.TO CONFIRM THE SETTING OF CHARGES FOR HOLTON LE CLAY PARISH COUNCIL AND HOLTON LE CLAY BURIAL BOARD. Members agreed that this item to be approved at the next Full Council meeting after a report has been forwarded to members by the Clerk

HOLTON LE CLAY PARISH COUNCIL
Council Chamber Bookings
Parish Gardens including skip hire

HOLTON LE CLAY BURIAL BOARD
Burial Fees and Charges

10/114. INTERNAL AUDIT REPORT AND SIGNING OF FORMS FOR SUBMISSION TO EXTERNAL AUDIT (RBS SOFTWARE SOLUTIONS)

The clerk confirmed that the Parish Council are responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded properly, accounted for and used economically, efficiently and effectively. The Internal Audit had taken place on the 29th April 2010 and as confirmed in the report the Internal Auditor had written that the Parish Council was meeting the required standards.

The two recommendations from the Internal Auditor are that the Fidelity Guarantee to be increased to £45,000 and the claims for VAT repayments are completed quarterly instead of annually.

The Clerk invited a proposition from the members, through the Chairman, to adopt the Annual Report (subject to external Audit). She confirmed that the External Audit would now take place from 28 June 2010 to scrutinize the work of the Council and to ensure that good practice was continuing to be observed throughout the Council's business.

Proposed by Councillor Blacklock and Seconded by Councillor Willingham. All members in favour.

10/115. TO DISCUSS THE INSURANCE QUOTES BEFORE RENEWAL ON 1 JUNE 2010.

The Clerk explained that other Parishes looked into renewal quotes on a regular basis and that she had suggested to the Chairman that perhaps this Council should do the same. This was agreed however the Clerk had approached 2 other brokers but not had the time to complete the Insurance Applications to receive any quotes to be able to present at the Annual Council meeting. Proposed by Councillor Blacklock and Seconded by Councillor S Lyons that the Parish Council remain with the current Insurer for 2010/11 and for 2011/12 renewal to obtain other quotes.

RESOLVED that the Clerk proceeds with the current insurance but seeks different quotes for the 2011/12 renewal.

10/116. YOUTH MATTERS – UPDATE FROM COUNCILLOR REYNOLDS. Councillor Reynolds said that the Parish Clerk and she with 2 members of the public visited the Youth Centre in Louth on Friday 7 May 2010. It was a very informative visit. There are other initiatives to visit the Manby Youth Centre for volunteers on Thursday 27 May 2010. Also the Community Centre had been booked in June on a Friday for future Youth events.

10/117. TO APPROVE BMH ESTATE AGENTS FEES FOR SALE OF COUNCIL OFFICES.

Discussions took place on whether to go ahead with this agent for the Sale of the Council Offices. The Clerk explained BMH was the same agent that was used to purchase the Etherington Arms and there were no Agents fees. Members agreed that for this time the Council would be obliged to go ahead and use BMH Estates for the Sale of the Council Offices. Other firms should be considered

for all future quotes. Proposed by Councillor S Lyons and Seconded by Councillor Greetham that BMH Estate Agents are the sole Agent for the Sale of the Council Offices. All members in favour.

10/118.TO PURCHASE THE GOVERNANCE AND ACCOUNTABILITY FOR LOCAL COUNCILS AT A COST OF £10.00 PLUS POSTAGE AND PACKING.

Proposed by Councillor Neary and Seconded by Councillor S Lyons that the Council purchases the Governance and Accountability for Local Councils publication at a cost of £10.00 plus postage and packing. All members in favour.

10/119.FINANCIAL MATTERS

- a. Financial report with year end account and details of VAT return £34,057.45.00
- b. Receipt of invoice from Tony Kent, 121 Louth Road for one padlock (Petty Cash).
- c. Payment for C Wright – Cemetery Caretaking and Maintenance contractor to start being paid from Parish Gardens and Burial Board Account. The Clerk explained that the Burial Account was only opened less than 2 years ago and that there were never enough monies to pay the Cemetery Caretaking and Maintenance contractor until now. Also in view with the expenditure to be incurred with the new project that it would be appropriate for the payment to be made out of the Burial and Parish Gardens Account.

Proposed by Councillor S Lyons and Seconded by Councillor Blacklock that the Cemetery Caretaking and Maintenance contractor is paid from the Burial and Parish Gardens Account for all future payments. All members in favour.

10/120. CONTRACTS FOR APPROVAL AND UPDATE.

The Clerk said she had met up with 3 separate companies to obtain quotes at the Etherington Arms for boundary fencing and shutters as per item 10/75 of the Extraordinary meeting on Thursday 15th April 2010.

10/121. HIGHWAY/STREET LIGHT/WASTE.

Works are due to commence at Langton Road.

10/122. CLERKS REPORT ON MATTERS OUTSTANDING

The Standing Orders and Financial Regulations are to be adopted at a later date once the approval of Portfolio Holders and Charges along with extraction of updated information from the new Model Standing Orders.

10/123.COMMITTEE REPORTS/AREA UPDATE

- a. Joint Management Committee.
- b. Eight Acres and Junior Playing Fields Committee.
Safety Surface at Rota Rider. The Clerk said she had arranged to meet two contractors that specialise in the wet pour safety surface, as the area around the rota rider was in urgent need of repair. One of the companies advised the Clerk to look into the 5 year warranty as the wet

pour surfacing damage appears to have been contributed because the initial works had not been carried out correctly. The surfacing was 3 years old so this would be within the warranty period. The Clerk informed Newby Leisure that she was aware of the 5 year warranty and was told this does not cover vandalism. The Clerk organised the repair of the wet pour Safety Surface by Newby Leisure who was the original contractor and awaits further talks. The Council can consider further action if the surface has been poorly laid and caused by frost damage. The incident at the 8 Acres Playing Field involving an 8 year old to A&E was at the back of the tennis courts with 3 ft by 2 ft 2 inch thick concrete slab.

c. Cemetery and Parish Gardens Committee.

Parish Garden Holder Plot 5 has given up half a plot and 25B given plot up.

d. Emergency Planning – E mail from LALC notification of new matrix by end of May.

e. Holton News/Press Report. Lincolnshire Best Kept Village Competition.

Etherington Arms Public Meeting on Tuesday 8th June 2010.

10/124.CLERKS REPORT CORRESPONDENCE

a. Improving Communication and Developing Relationships East Lindsey Town & Parish Councils and East Lindsey District Council letter dated 14th April 2010.

b. East Lindsey Town and Parish Assembly letter dated 21st April 2010.

c. LCC letter dated 28th April 2010 - Parish Council Highway Grass Cutting Agreement LCC's Health & Safety Code of Practice on grass cutting for contractors.

d. Coastlines Newsletter: Issue 14. Members agreed they do not wish to receive any more copies of the coastline Newsletter.

e. Communities Together Newsletter Issue Two – free training – note Roles and Responsibilities of a management committee at Wragby Village Hall 5 July. Names to Clerk.

10/125.CLERKS REPORT CORRESPONDENCE (FOR NOTING)

a. Northern Area Committee meeting notification letter dated 16 April 2010.

b. E mail with details of the Northern Area minutes of 24th March 2010.

c. E mail with details of the Standards Committee of 23rd April 2010.

d. Parliamentary General Election letter of April 2010 with details nominations.

EVENTS

Northern Area Committee meeting in Grimoldby - 9th June 2010

Holton le Clay Festival Day – Saturday 10th July 2010.

Energy Sustainability/First Concern surgery Council Offices on 11 August 2010.

Clerk on Council training in Peterborough – Wednesday 19th May 2010.

10/126. AUTHORISATION OF CHEQUE PAYMENTS Proposed by Councillor S Lyons Seconded by Councillor Blacklock that the following cheques be signed. The Council RESOLVED that the Accounts set out below be approved for payment.

From General Account

MRS B L GASH Salary MONTH 1 (APRIL) 20 hours Gross £760.37 (Less Tax £152.00, Employees NI cont £31.28)	£577.09
MRS B L GASH TAX AND NI CONTRIBUTIONS TO HMRC - MONTH 1 Tax £152.00 Employees NI cont £31.28 and Employers NI cont £36.40 (£219.68) less tax free incentive payment by 19 May 2009/10 & 2010/11 £75.02	£69.64
CASH FLOAT (MAY)	£50.00
VEOLIA ES (UK) LTD – Amenity Grass Cutting	£888.30
VEOLIA ES (UK) LTD – 8 Acres Playing Field	£148.06
VEOLIA ES (UK) LTD – Junior Playing Field	£47.00
British Gas bill Council Offices 7 January – 12 April 2010	£175.25
Office Friends -A4 paper	£11.69
RBS Software Solutions for end of year close down with OMEGA account	£542.56
SSLCC Enterprises Ltd for 2 day Clerk course in Peterborough	£188.00
Safe Estates Services Ltd (to be approved) 3 May – 31 May 2010	£1,055.15
GENERAL ACCOUNT	£3,752.74
MISCELLANEOUS	
Expenditure	
INVOICE REQUIRED – Level Crossing Gate at Old Railway £3996.00 + VAT £699.30	£4,695.30
Etherington Arms Gas, Electric & rate bill (for information)	
Income	
Precept 27 April 2010	£22,500.00
Electoral Office - Council Offices as a Polling Station.	£100.00
VAT return for 2009/10	£34,057.45
BURIAL BOARD & PARISH GARDENS ACCOUNT INCOME	
Parish Gardens (half Plots) Plot 5, 16A and 25B (May)	£30.00
BURIAL BOARD & PARISH GARDENS ACCOUNT EXPENDITURE	
C WRIGHT – Caretaking and Maintenance Cemetery – April/May 2010	£390.00

10/127. ETHERINGTON ARMS UPDATE Councillor Blacklock said he was in the process of getting quotations for the 'boarding up' which is a 3 day exercise. Discussions took place and it was agreed by members for Councillor Blacklock to continue with the quotations but not necessarily go for the cheapest quote if the second cheapest contractor could do the works in an earlier time. Proposed by Councillor S Lyons and Seconded by Councillor Greetham that Councillor Blacklock to negotiate the best deal. All members in favour.

RESOLVED Councillor Blacklock negotiates the best deal by enquiring which quote can do the works earlier at a reasonable price.

Councillor Blacklock implied that there was only Councillor C Lyons and himself to his knowledge who had building trade background and for now if the Council were agreeable he would take care of sorting out the initial implementation of fencing, planning applications for shutters, shutters and other items, the public front entrance toilets until such time as we had appointed a committee or portfolio person/persons. At this point Councillor S Lyons said he explained he had resigned from the committee because he felt standing back from the picture he could do more of a constructive nature to assist with the Etherington Arms. Councillor S Lyons gave some information on the Queen Street School Preservation Trust in Barton-upon-Humber which is a limited Company that was set up to save an old school. (Wilderspin National School a Grade II listed building). The Queen Street School Preservation Trust has restored the school with funding from a number of organisations including the Heritage Lottery Fund. Councillor Lyons has details of a good template that could be used for the Etherington Arms project. Councillor Blacklock also indicated he had a similar plan of the Horncastle Town Hall Business Plan of which he would make available to the council.

There is still no clear direction of the type of Committee to set up for the running of the Etherington Arms. All members agreed this will need to be discussed at the next Public Meeting on Tuesday 8th June 2010 where it is hoped Committee members will be appointed.

Proposed by Councillor Blacklock and Seconded by Councillor Reynolds that the toilets in the Etherington Arms are in working order for the Festival Day on Saturday 10th July 2010. All members in favour.

10/128. DATES OF NEXT MEETINGS

21st June 2010

19th July 2010

16th August 2010 (if required)

10/129. There being no further business the Chairman closed the meeting at 10.12 pm.

..... CHAIRMAN

THESE MINUTES WERE SIGNED ON THE 21ST JUNE 2010

PUBLICATIONS (FOR NOTING AND SIGNING OUT OF COUNCIL OFFICES)

Clerks & Councils Direct May 2010

the Clerk (SSLC) May 2010

Weekly Rural News Focus – 19 April, 26 April and 26 April 2010.

Rural Services Network

CATS Protection letter

Poster Front Row Youth Drama Workshops – Friskney Village Hall 3rd and 4th of June 2010.

E mail Lincolnshire Community/Arts – Survey and Networking events June 2010

Coastlines Newsletter: Issue 14 NALC Event Programme 2010.

Yell online letter

booklet green playground solutions brochure with Monsterplay.

Sovereign brochure – play equipment Woodberry of Leamington Spa 2010

Brochure – outdoor furniture Landscape-led

Natural play design with Record RSS leaflet

Inside Lincolnshire – May 2010