

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire**  
**DN36 5DL Emma Harris - Clerk to the Council Telephone and Fax**  
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Dear Councillor

You are hereby summoned to attend the Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Monday 18<sup>th</sup> January 2021 commencing at 7.00 pm via video link using the ZOOM App service. Any members of the public who wish to join the meeting must contact the clerk prior to the meeting in order for the link to the app to be sent to them.

Signed Emma Harris Clerk to the Parish Council. 7<sup>th</sup> January 2021

**AGENDA**

- 130. CHAIRMANS WELCOME:**
- 131. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 132. TO RECEIVE DECLARATIONS OF INTEREST:**
- 133. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 14<sup>th</sup> DECEMBER 2021:**
- 134. TO RECEIVE AN UPDATE FROM MERC:**
- 135. TO RECEIVE AN UPDATE FROM THE DISTRICT COUNCILLORS:**
- 136. TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:**
- 137. PLANNING MATTERS - N/085/02355/20 Observations are requested no later than 20/01/2021.**

**Planning Permission – Extension and alterations to an existing building comprising of a dwelling and shop to provide a ground floor bedroom and study for the dwelling partly on site of the existing shop which is to be demolished and erection of a detached garage.**

**79 LOUTH ROAD, HOLTON LE CLAY, GRIMSBY, DN36 5AA**

**138. TO DISCUSS QUOTES FOR THE CEMETERY MAINTENANCE CONTRACT. THE CURRENT PRICE FOR THE YEAR 2020/21 IS £4334.**

	<b>ONE YEAR CONTRACT</b>	<b>THREE YEARS</b>
<b>COMPANY A</b>	<b>£4950</b>	<b>£14,250 OR £4750 PER YEAR</b>
<b>COMPANY B</b>	<b>£8736</b>	<b>YEAR ONE £6336 YEAR TWO £6653 YEAR THREE £6985</b>
<b>COMPANY C</b>	<b>£6325</b>	<b>YEAR ONE £6325 YEAR TWO £6325 YEAR THREE £6515</b>

**139. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE TWO LITTER BINS FOR THE NEW HOUSING ESTATE TO BE EMPTIED ONCE PER WEEK BY PAUL NOTLEY.**

- **GLASDON JUBILEE 110L £386.40 PLUS VAT (SAME AS OTHERS IN THE VILLAGE)**
- **BROXAP MAELOR HIGH SECURITY LITTER BIN 120L £155 PLUS VAT PLUS £34.99 OPTIONAL CONCRETE BASE**
- **RECYCLING BINS DIRECT HERITAGE SQUARE HOODED LITTER BIN £375 PLUS VAT**

**140. TO DISCUSS QUOTES FOR THE WEED SPRAYING CONTRACT FOR THE VILLAGE AND APPOINT A SUPPLIER. THIS IS FOR THREE SPRAYS PER YEAR AS PER THE SPECIFICATIONS PROVIDED BY LINCOLNSHIRE COUNTY COUNCIL.**

- **COMPANY A £2000 FOR THREE APPLICATIONS PLUS VAT**
- **COMPANY B £895 PER SPRAY PLUS VAT**

**141. TO DISCUSS THE QUOTES FOR THE VILLAGE SIGN POST AND FRAME AND APPOINT A SUPPLIER:**

- **SIGN OF THE TIMES: TO SUPPLY AND FIT FRAME AND POST AND CARRY OUT SIGN INSTALLATION £780 PLUS VAT**
- **BLACKROW ENGINEERING: TO SUPPLY AND FIT FRAME AND POST AND CARRY OUT SIGN INSTALLATION £1,400 PLUS VAT**

**142. PROPOSED BY COUNCILLOR ROWNTREE TO WRITE TO KEVIN SNAPE TO ASK FOR A MEETING TO DISCUSS THE COMPLETION OF THE SITE, SITE MANAGEMENT CONTACT AND HIS COMMUNITY CONTRIBUTION TO THE VILLAGE:**

**143. TO DECIDE UPON A GAS SUPPLIER FOR THE VILLAGE HALL. THE CURRENT THREE YEAR CONTRACT WITH NPOWER IS DUE TO EXPIRE ON 28<sup>TH</sup> FEBRUARY 2021.**

<u>SUPPLIER</u>	<u>TERM</u>	<u>DAY RATE (P/KWH)</u>	<u>STANDING CHARGE</u>	<u>ANNUAL COST</u>
BRITISH GAS	12 MONTHS	3.69	0.0000	£1,659.95
BRITISH GAS	36 MONTHS	3.85	0.0000	£1,731.92
SMARTEST ENERGY	12 MONTHS	3.96	25.10	£1873.02
SMARTEST ENERGY	24 MONTHS	3.65	25.10	£1733.57
NPOWER	12 MONTHS	4.11	24.00	£1936.48
NPOWER	24 MONTHS	4.11	24.00	£1936.48

**144. EMMA HAS RECENTLY SUBMITTED GRANT APPLICATIONS TO BOTH DISTRICT COUNCILLORS TO BUY AND INSTALL A NEW BENCH IN THE CEMETERY, AS PREVIOUSLY DISCUSSED. ONCE THESE HAVE BEEN ACCEPTED IT IS PROPOSED BY CLLR REYNOLDS THAT A PLAQUE IS PURCHASED FOR THE BENCH TO RECOGNISE THE CONTRIBUTION MADE BY THE COUNCILLORS. THE WORDING PROPOSED IS 'PURCHASED BY HOLTON LE CLAY PARISH COUNCIL WITH GRANT FUNDING KINDLY DONATED BY EAST LINDSEY DISTRICT COUNCILLORS REPRESENTING HOLTON LE CLAY'.**

**145. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE VILLAGE MAPS AROUND THE VILLAGE RECREATED AND UPDATED – CORNER OF LANGTON AND TETNEY LANE, CORNER OF CLAY LANE AND LOUTH RD, CORNER OF LANCASTER GATE AND LOUTH RD. THE MAPS ARE OUT OF DATE AND A QUOTE HAS BEEN PROVIDED BY SIGN OF THE TIMES AT £160 EACH. TO BE PAID FOR USING THE VILLAGE IMPROVEMENT FUND.**

**146. PROPOSED BY COUNCILLOR BOON TO PURCHASE WAYMARKER SIGNS FOR THE PUBLIC FOOTPATHS IN THE VILLAGE AND LIAISE WITH THE LOCAL LANDOWNERS TO REQUEST THAT THEY INSTALL THEM ON THEIR LAND. THIS IS TO ACCURATELY SHOW WHERE IT IS LEGAL TO WALK AND AVOID THE POSSIBILITY OF TRESPASSING. WAYMARKERS ARE £2.85 EACH OR £2.51 FOR 10:**

**147. PROPOSED BY COUNCILLOR BOON TO INTRODUCE AND ADOPT AN EMAIL PROTOCOL FOR COUNCILLORS:**

**148. FINANCE REPORT:**

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 31/12/2020

CASH BOOK

Balance Brought forward	31/12/2020		
General Account			53,484.29
Burial Account			<u>5,273.26</u>
			58,757.55
Add - Income			
General Receipts		1,024.09	
Burial Receipts		<u>398.00</u>	
		1,422.09	<u>60,179.64</u>
Less - Expenditure			
General Payments		9,684.05	
Burial Payments		<u>0.00</u>	
			<u>9,684.05</u>
<b>Balance Carried Forward</b>	<b>31/12/2020</b>		<b><u><u>50,495.59</u></u></b>

BANK BALANCES as at 31/12/2020

General Account per Statement		44,824.33	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		0.00	
			44,824.33

Burial Account per Statement	5,637.26	
plus - receipts not cleared	34.00	
less - Outstanding Cheques	0.00	
		<u>5,671.26</u>
		7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b><u>50,495.59</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE 50,495.59

RESERVES

Parish Council Minimum Reserve	13,000.00	
District Councillor Grant/War Mem	0.17	
Village Improvement Reserve	6,725.00	
village sign	432.44	
muga renovation	207.51	
		20,365.12
Burial Account Bank Balance (upkeep of Cemetery)	5,637.26	
		<u>26,002.38</u>

PRECEPT RECEIVED IN ADVANCE (see below)

4 months	22,801.00	
		<u>48,803.38</u>

**\*APPROX FUNDS AVAILABLE as at 31/12/2020 1,692.21**

PRECEPT - is received in advance twice a year, therefore we usually have monies in our account representing spend in coming months.

**\*EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

\*4086.00 of surplus monies is for cemetery upkeep

**149. FINANCIAL MATTERS:**

0 January 2021 Payments

GENERAL

Invoice

	Payee		
DD	N POWER	GAS VILLAGE HALL	£98.24
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£73.40
DD	VIRGIN	broadband	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,362.90
BACS	MOWNS N GROWNS	CEMETERY CONTRACT	£231.29
BACS	COUNCILLOR	REFUND - CANVASES	£131.66
BACS	VIKING	BLACK INK CARTRIDGE	£24.32
			£2,972.21

£5,944.42

CREDIT CARD PAYMENTS FOR AUGUST

deceMBER	ZOOM	REMOTE MEETINGS APP	14.39
	ARTEZA	ART SUPPLIES	£49.77
	AMAZON	FENCE PAINT	31.68
	BROXAP	LITTER BIN	282
	SIGN OF THE TIMES	PLAQUE	12
	CLOUDNEXT	CLLR EMAILS	14.38
			404.22

**150. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED IN RELATION TO THE FOLLOWING MATTER: - BUSINESS INTERRUPTION CONTINGENCY PLANNING.**

**151. ADDITIONAL DELEGATED AUTHORITY: - CLERK. TO REVIEW THE DELEGATED AUTHORITY PREVIOUSLY GIVEN TO THE CLERK. BACK IN MARCH 2020 THIS WAS GIVEN FOR A PERIOD OF NO MORE THAN 4 MONTHS AND NOW NEEDS UPDATING. (DEPENDENT ON GOVERNMENT LEGISLATION OR**

**MEDICAL ADVICE) IN CONSULTATION WITH THE  
CHAIR/VICE CHAIR TO:**

- **UNDERTAKE DAY TO DAY DUTIES IN ORDER TO MINIMISE DISRUPTION TO SERVICE PROVISION AND ENSURE BUSINESS CONTINUITY WHILST WORKING FROM HOME**
- **UNDERTAKE DECISIVE ACTIONS (WITHIN LEGAL CONSTRAINTS AND WITH THE BEST INTENTIONS OF PUBLIC SAFETY) IN RESPECT OF CANCELLING ANY MEETINGS OF THE PARISH COUNCIL, ITS COMMITTEES OR WORKING GROUPS**
- **PLANNING MATTERS – TO REVIEW THE DELEGATED AUTHORITY GIVEN TO THE CLERK TO COLLATE RESPONSES AND SUBMIT TO ELDC BASED ON A MAJORITY EMAIL VOTE:**
- **BUDGETARY CONTROL AND AUTHORITY TO SPEND – TO REVIEW THE AUTHORISATION OF AN INCREASE TO THE SPENDING LIMIT OF THE PARISH CLERK IN CONSULTATION WITH THE CHAIR OR VICE CHAIR FROM ANY ITEM BELOW £500 TO ANY ITEM BELOW £2000 IN RESPECT OF ANY EMERGENCY OR HEALTH AND SAFETY MATTER FOR A PERIOD TO BE DECIDED:**

**152. DATE AND TIME OF NEXT MEETING: 15<sup>TH</sup> FEBRUARY 2021  
AT 7PM**