

Selflessness, Integrity, Accountability, Objectivity, Openness, Honesty, Leadership

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
01472 234566**

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

Dear Councillor

You are hereby summoned to attend the Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Tuesday 22nd June 2021 commencing at 7.00pm at the Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.00pm for a maximum of 30 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Harris Clerk to the Parish Council. 10th June 2021

AGENDA

- 22. CHAIRMANS WELCOME:**
- 23. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 24. TO RECEIVE DECLARATIONS OF INTEREST:**
- 25. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 4TH MAY 2021:**
- 26. TO RECEIVE AN UPDATE FROM MERC:**
- 27. TO RECEIVE AN UPDATE FROM NDP:**
- 28. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:**
- 29. TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:**
- 30. PLANNING MATTERS – APPLICATION REFERENCE N/085/00743/21. PLANNING PERMISSION FOR CHANGE OF**

USE OF LAND FOR THE STORAGE OF MATERIALS, MACHINERY AND PLANT.

HOLTON LE CLAY FAMILY DRIVING RANGE, CHEAPSIDE, DN37 0HZ

31. TO CONSIDER PLANNING APPLICATION DM/0419/21/FUL AND DM/0418/21/FUL TO ERECT AN EXTRA CARE DEVELOPMENT (USE CLASS C2) WITH ASSOCIATED COMMUNAL FACILITIES, ACCESS, PARKING, LANDSCAPING AND ASSOCIATED WORKS:

32. TO CONSIDER PLANNING APPLICATION N/085/00838/21.

EXTENSION TO EXISTING DWELLING TO PROVIDE ADDITIONAL GROUND FLOOR LIVING SPACE WHICH IS AN AMENDMENT TO THE PREVIOUSLY APPROVED PLANNING APPLICATION REF. N/085/2150/20

7 CARMEN CRESCENT, HOLTON LE CLAY, DN36 5DD

33. TO CONSIDER QUOTES TO INSTALL SIGNAGE AT THE BOTTLE RECYCLING POINT ON PINFOLD LANE/CO-OP CAR PARK ADVISING OF SECOND SITE AT NICKERSON WAY:

- **SIGN OF THE TIMES £94 PLUS VAT (£112.80 TOTAL)**
- **SIGNS EXPRESS £106.74 INC. VAT**

34. TO RESOLVE TO ADD COUNCILLOR MIK BOON AS A BANKING SIGNATORY:

35. TO APPOINT A MINIMUM OF 3 COUNCILLORS TO FORM A STAFFING COMMITTEE. IF NO COMMITTEE IS FORMED, CHAIR AND VICE CHAIR TO BE APPOINTED TO CARRY OUT STAFF APPRAISALS:

36. TO CONSIDER A QUOTE FOR KERB EDGING AT THE A16 WAR MEMORIAL COSTING £1425 PLUS VAT. THIS IS TO INSTALL APPROX. 20 METRES OF KERB STONES AROUND THE EDGE OF THE CAR PARK AND ALSO TO INCLUDE A STEPPING STONE PATHWAY TO THE SEATING AREA.

TWO OTHER COMPANIES WERE APPROACHED FOR QUOTES – ONE DECLINED TO PROVIDE A QUOTE AND THE SECOND DID NOT RESPOND:

37. TO CONSIDER QUOTES FOR A NEW STRIMMER ENGINE FOR THE MAINTENANCE OPERATIVE. HE HAS SEVERAL ATTACHMENTS WHICH ARE COMPATIBLE ONLY WITH STIHL ENGINES AND THEY ARE PRICED AS FOLLOWS:

- **PEACOCK AND BILLINGTON £429**
- **SAM TURNER AND SONS £425**

ALSO TO BE CONSIDERED IS WHETHER TO PAY FOR THIS FROM THE VILLAGE IMPROVEMENT FUND OR THE MAINTENANCE OPERATIVE BUDGET:

38. PROPOSAL FROM COUNCILLOR REYNOLDS. WE HAVE IDENTIFIED APPROX 10 VERGES AROUND NEWSTEAD/LANGTON/GRAINSBY AVE THAT HAVE BEEN DAMAGED BY VEHICLES PARKING ON THEM. A QUOTE HAS BEEN PROVIDED FOR £1600 PLUS VAT. THIS WOULD INCLUDE COVERING THE DAMAGED AREA WITH HEAVY DUTY GRASS MATTING AND FILLING IN WITH SOIL AND SEEDING WHERE REQUIRED. TWO OTHER COMPANIES WERE APPROACHED BUT ONE DECLINED TO PROVIDE A QUOTE AND THE SECOND DID NOT RESPOND. WE WILL WRITE TO ALL OF THE ADDRESSES TO ASK RESIDENTS NOT TO PARK VEHICLES ON THE VERGES IN THE FUTURE:

39. TO CONSIDER A QUOTE FOR TWO NEW SIGNS FOR THE JUNIOR PLAYING FIELD AND 8 ACRES – ARTWORK PREVIOUSLY CIRCULATED TO COUNCILLORS. SIGNS EXPRESS £100.80 INC VAT:

40. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE SOLAR LIGHTS FOR THE NEW VILLAGE SIGNS AT A COST OF £40 EACH. THE LIGHTS WILL BE ON A TIMER SO WILL SWITCH OFF AUTOMATICALLY AT AROUND 4AM:

41. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE 2 MORE VILLAGE SIGNS MADE AND INSTALLED AT THE ENTRANCES TO THE VILLAGE FROM TETNEY AND THE JUG AND BOTTLE USING THE SAME DESIGN AND SIZE AS THE EXISTING SIGN AT THE A16 TRAFFIC LIGHTS. CLERK TO APPLY TO LCC FOR IMMOBILE PROPERTY AGREEMENTS:

- **SIGN OF THE TIMES £936 EACH PLUS VAT (FRAME, POST AND INSTALLATION)**

- **RED ENGINEERING AND WELDING £550 EACH PLUS VAT (FRAME, POST AND INSTALLATION)**
- **(BLACKROW ENGINEERING £81.07 INC VAT SUPPLY OF LASER CUT SIGN)**

42. TO REVIEW THE FOLLOWING POLICY DOCUMENT AND UPDATE WITH ANY CHANGES:

- **STANDING ORDERS (MODEL STANDING ORDERS 2018 REVISED IN 2020 WITH NO LEGISLATIVE CHANGES)**

43. FINANCIAL MATTERS

June 2021 Payments

GENERAL

| | Payee | Invoice |
|---------|-----------------|--------------------------------|
| DD | VIRGIN | broadband |
| BACS/DD | NEST/STAFF/HMRC | PAYE/SALARIES/PENSIONS/MILEAGE |
| DD | BRITISH GAS | GAS SUPPLY VILLAGE HALL |
| BACS | P ROWNTREE | FENCE PAINT |
| BACS | KONIKA MINOLTA | PRINTER HIRE |
| BACS | GLENDALE | AMENITY AREA |
| BACS | GLENDALE | JPF GRASS |
| BACS | GLENDALE | 8 ACRES GRASS |
| BACS | BRITISH GAS | ELECTRICITY VILLAGE HALL |
| BACS | D KIRK | BENCH INSTALLATION CEMETERY |
| DD | DUNCAN TOPLIS | PAYROLL SERVICES |
| BACS | VIKING DIRECT | OFFICE STATIONERY |
| BACS | WAVE | WATER - VILLAGE HALL |
| BACS | RED ENGINEERING | MEMORIAL SIGN INSTALLATION |

CREDIT CARD PAYMENTS

| | |
|-----------|---------------------|
| ZOOM | REMOTE MEETINGS APP |
| GIFFGAFF | MOBILE TOP UP |
| CLOUDNEXT | EMAIL SUBSCRIPTION |

44. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

31/05/2021

CASH BOOK

| | | | |
|------------------------------------|-------------------|-----------------|--------------------------------|
| Balance Brought forward | 31/05/2021 | | |
| General | | | |
| Account | | | 74,133.75 |
| Burial Account | | | <u>9,402.26</u> |
| | | | 83,536.01 |
| Add - Income | | | |
| General | | | |
| Receipts | | 6,207.00 | |
| Burial Receipts | | <u>0.00</u> | |
| | | 6,207.00 | <u>89,743.01</u> |
| Less - Expenditure | | | |
| General | | | |
| Payments | | 8,785.81 | |
| Burial | | | |
| Payments | | <u>4,750.00</u> | |
| | | | <u>13,535.81</u> |
| Balance Carried Forward | 31/05/2021 | | <u><u>76,207.20</u></u> |

BANK BALANCES as at

31/05/2021

| | | | |
|--------------------------------------|--|--------------|--------------------------------|
| General Account per Statement | | 71,599.28 | |
| less - Outstanding | | | |
| Cheques | | <u>44.34</u> | |
| plus - Receipts not cleared | | 0.00 | |
| | | | 71,554.94 |
| Burial Account per | | | |
| Statement | | 4,652.26 | |
| plus - receipts not cleared | | 0.00 | |
| less - Outstanding | | | |
| Cheques | | <u>0.00</u> | |
| | | | <u>4,652.26</u> |
| | | | 7,157.55 |
| TOTAL COUNCIL FUNDS AS AT | | | <u><u>76,207.20</u></u> |

ALLOCATION OF FUNDS -

| | | |
|--|-------------------|------------------------|
| TOTAL FUNDS, PER ABOVE | | 76,207.20 |
| RESERVES | | |
| Parish Council Minimum Reserve | 13,000.00 | |
| Village Improvement Reserve | 24,031.89 | |
| cemetery bench reserve | 131.00 | |
| muga renovation | 207.51 | |
| | | 37,370.40 |
| Burial Account Bank Balance (upkeep of Cemetery) | | <u>4,652.26</u> |
| | | 42,022.66 |
| PRECEPT RECEIVED IN ADVANCE (see below) | | |
| 5 months | | <u>28,500.83</u> |
| | | <u>70,523.49</u> |
| *APPROX FUNDS AVAILABLE as at | 31/05/2021 | <u>5,683.71</u> |

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

45. 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:

46. TO DISCUSS CLERKS RETURN DATE TO OFFICE WORKING AND DAYS AND TIMES FOR PUBLIC OPENING TO BE DETERMINED:

47. DATE AND TIME OF NEXT MEETING: TO BE DECIDED DEPENDING ON ROOM AVAILABILITY