

MINUTES OF THE ANNUAL FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY AT 7.00PM ON MONDAY 20th MAY 2019

Present: Councillor H. Reynolds (Vice Chairman)
Councillor S. Pratt
Councillor E. Beech
Councillor M. Boon
Councillor P. Webster
Councillor D. Searle
Councillor M. Starr

Also Present: Councillor Hugo Marfleet (Lincolnshire County Council)
Councillor Phil Smith (East Lindsey District Council)

One member of the public.

Public forum began at 7.05pm. Alan Tacey gave an update on the village hall renovations. The builders are making excellent progress and it is hoped that they will be finished by July.

The public forum closed at 7.15pm

1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2019/20 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES PAUL ROWNTREE AND STEVE PRATT)

As per the Parish Council's Standing Orders, voting was by show of hands. It was

RESOLVED: that Councillor Steve Pratt be elected Chairman for the year 2019 to 2020.

2. CHAIRMAN'S WELCOME:

Councillor Pratt took his seat as the Chair and welcomed all those present. He also welcomed the new District Councillor, Phil Smith to the meeting.

3. TO ELECT THE VICE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2019/20 AND RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES HELEN REYNOLDS AND EMMA BEECH)

As per the Parish Council's Standing Orders, voting was by show of hands. It was

RESOLVED: that Councillor Helen Reynolds be elected Vice-Chairman for the year 2019 to 2020.

4. TO RECEIVE APOLOGIES FOR ABSENCE:

Councillor Green, Councillor Rowntree, Councillor Warrener.
Councillor Terry Aldridge also sent his apologies.

5. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF INTEREST:

No applications for co-option were received.

6. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:

- **PERSONNEL COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

Councillors Green, Searle and Reynolds were all appointed to serve on the personnel committee.

7. TO GRANT DELEGATED POWERS FOR STAFF MANAGEMENT TO THE PERSONNEL COMMITTEE:

It was proposed, seconded and

Resolved: to grant delegated powers to the personnel committee.

8. GENERAL POWER OF COMPETENCE. MEMBERS ARE ADVISED THAT THE CLERK HAS COMPLETED HER PORTFOLIO AND PASSED THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA PG 2013). AS SUCH, THE PARISH COUNCIL IS ELIGIBLE TO ADOPT THE GENERAL POWER OF COMPETENCE PROVIDED THAT (a) THE NUMBER OF COUNCILLORS ELECTED AT THE LAST ORDINARY ELECTION, OR AT A SUBSEQUENT BY-ELECTION, EQUALS OR EXCEEDS TWO THIRDS OF ITS TOTAL NUMBER OF COUNCILLORS (DOES NOT INCLUDE CO-OPTIONS SINCE THE LAST ELECTION) (b) THE PARISH CLERK HOLDS AT LEAST ONE OF THE SECTOR SPECIFIC QUALIFICATIONS AND HAS PASSED CILCA UNIT 7 GENERAL POWER OF COMPETENCE:

It was proposed, seconded and

Resolved: to adopt the General Power of Competence for the year 2019/20.

9. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 15TH APRIL 2019 AS CORRECT RECORDS:

It was proposed, seconded and

Resolved: that the minutes of the Full Council meeting held on 15th April 2019 be accepted as a true record and signed by the Chairman.

10. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:

Councillor Phil Smith said that the National Express bus service has now stopped in the evening due to highway maintenance in Wragby. This is the daily 339 bus that ran from the Royal Oak to Westward Ho.

11. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:

The Fairer Funding Campaign is on hold until next year. The NHS in Lincolnshire has launched the Healthy Conversation 2019. This is an engagement exercise, which will run into the autumn of this year. Information can be accessed at <https://www.lincolnshire.nhs.uk/healthy-conversation>

12. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:

It was proposed, seconded and

Resolved: that Emma Harris be appointed as Responsible Financial Officer for the year 2019/20.

13. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES:

NDP

MERC

COMMUNITY CENTRE

Councillor Webster was appointed to represent NDP.

Councillor Reynolds was appointed to represent MERC.

Councillor Beech was appointed to represent the Community Centre.

14. TO RECEIVE REPORTS FROM OUTSIDE BODIES:

MERC – Councillor Reynolds apologised for not consulting with councillors on the amendment to the village hall renovation plans concerning the council chambers. As full council were in purdah and had resigned their positions as councillors it was not possible at the time to call an Extraordinary Meeting and a decision was made out of committee.

Councillor Reynolds has applied for a grant to fund the installation of the lift in the village hall.

The Scarecrow competition will run again this year. The winner will be announced at the Summer Fayre.

Afternoon Tea will be held as normal on 4th June 2019.

NDP – Councillor Webster reported that the independent auditors report has now been received. Due to the Secretary of State issuing a new 'National Planning Policy Framework' in February 2019 there are items within the plan that will need reviewing. The plan was originally sent for inspection in May 2018 but due to changes in legislation the auditor didn't receive it until September 2019. The estimated review time of 4 months actually took 9 months – and this has caused some frustration and disappointment. The NDP Team are awaiting a report from Alex Murphy from NELC.

Community Centre – Nothing to report at this time.

15. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2019/20. LAST REVIEWED APRIL 2019, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION:

It was proposed, seconded and

Resolved: to adopt Standing Orders for the year 2019/20.

16. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2019/20. LAST REVIEWED JULY 2018 – DUE FOR REVIEW JUNE 2019 BUT CONTINUALLY UPDATED WHEN NEEDED:

It was proposed, seconded and

Resolved: That the Financial Regulations be adopted for the year 2019/20.

17. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2019/20:

It was proposed, seconded and

Resolved: that the asset register be adopted for the year 2019/20.

18. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2019/20. AMENDED WITH RULES FOR KEY HOLDERS – CIRCULATED TO COUNCILLORS. LAST REVIEWED FEBRUARY 2019:

It was proposed, seconded and

Resolved: that the Financial Risk Management Policy be adopted (with amendments) for the council year 2019/20.

19. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2019/20:

- Health and Safety reviewed January 2019 next review January 2020

- Grievance reviewed March 2019 next review March 2020
- Equal opportunities reviewed April 2019 next review April 2020
- Safeguarding Reviewed April 2019 due for review April 2020
- Lone Working Policy reviewed October 2018 due for review October 2019
- Disciplinary reviewed October 2018 due for review October 2019
- Harassment Reviewed October 2018 due for review October 2019
- Complaints reviewed January 2019 due for review January 2020
- Publication Scheme Reviewed February 2019 due for review February 2020
- Press and Media reviewed April 2019 due for review April 2020
- Freedom of Information Reviewed October 2018 due for review October 2019
- Data Protection reviewed October 2018 due for review October 2019
- Parish Councillor Protocol reviewed January 2019 due for review January 2020
- Social Media reviewed March 2019 due for review March 2020
- Financial Support and Grants reviewed March 2019 due for review March 2020
- Retention and Disposal Policy reviewed June 2018 due for review June 2019
- Data Breach Policy reviewed June 2018 due for review June 2019
- Community Engagement Strategy reviewed July 2018 due for review July 2019
- Training Policy reviewed July 2018 due for review July 2019
- Death of a Senior National Figure reviewed March 2019 due for review March 2020

It was proposed, seconded and

Resolved: to adopt the Council Policies for the council year 2019/20.

20. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2019/20:

It was proposed, seconded and

Resolved: that the scheduled meeting dates for the council year 2019/20 be approved.

21. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2018/19 WHICH IS TO BE SIGNED AND MINUTED BY THE CHAIRMAN AND CLERK:

It was proposed, seconded and

Resolved: to approve the Annual Governance Statement 2018/19. It was signed by the Chairman and witnessed by the clerk.

22. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2018/19:

It was proposed, seconded and

Resolved: to approve the annual accounting statements for 2018/19.

23. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2019/20:

- Virgin Media
- BT
- British Gas Electricity
- Npower Gas
- PWLB
- Data Protection Services
- Anglian Water
- British Telecom
- Barclaycard

It was proposed, seconded and

Resolved: that the direct debits be approved.

24. TO APPROVE BURIAL FEES FROM MAY 2019 (NO CHANGE):

It was proposed, seconded and

Resolved: that the burial fees be approved for the year 2019/20.

25. FINANCIAL MATTERS:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

30th April 2019

CASH BOOK

Balance Brought forward	30th April 2019		
General			
Account			69,458.90
Burial Account			<u>7,142.55</u>
			76,601.45
 Add - Income			
General			
Receipts		34,349.60	
Burial Receipts		<u>115.00</u>	
			<u>111,066.05</u>
 Less - Expenditure			
General			
Payments		11,240.23	
Burial			
Payments		<u>4,439.60</u>	
			<u>15,679.83</u>
 Balance Carried Forward	30/04/2019		<u><u>95,386.22</u></u>

BANK BALANCES as at

30/04/2019

General Account per Statement		92,568.27	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		0.00	
			92,568.27
 Burial Account per			
Statement		2,817.95	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	
			<u>2,817.95</u>
			7,157.55
 TOTAL COUNCIL FUNDS AS AT			<u><u>95,386.22</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE	95,386.22
RESERVES	

Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	11,900.00	
Community Woodland		
Grant	350.00	
Village Hall renovation 1st floor	11,300.00	
District Councillor Grant/War Mem	450.00	
		37,000.00
Burial Account Bank Balance (upkeep of Cemetery)		2,817.95
		<u>34,182.05</u>
PRECEPT RECEIVED IN ADVANCE (see below)		
6		
months		29,910.00
		<u>64,092.05</u>
*APPROX. FUNDS AVAILABLE as at	30/04/2019	<u>31,294.17</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

It was proposed, seconded and

Resolved: that the financial matters be accepted as a true record. The actual surplus figure is £19,303 after the gap is bridged between running costs and the precept. It was agreed that £17,000 would be held in a reserve for village improvement.

26. FINANCE REPORT:

0	May 2019 Payments		
GENERAL	Payee	Invoice	
BACS	LAIC	FOUNDATION AWARD FEE	£50.00
CHQ 39	CPRE	BEST KEPT VILLAGE ENTRY	£12.00
BACS	MOWNS N GROWNS	CEMETERY CHARGE	£466.50
DD	BRITISH GAS LITE	ELECTRICITY VILLAGE HALL	£93.68
BACS	AUDITOR	INTERNAL AUDIT COSTS	£50.00
BACS	RBS	YEAR END CLOSEDOWN	£690.38
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
CREDIT CARD	B&Q	EQUIPMENT MAINT OP.	£106.55
CREDIT CARD	GOV.UK	DBS CHECK	£25.00

CREDIT CARD	DICKIES WORKWEAR	UNIFORM MAINT. OP	£125.50
CREDIT CARD	AMAZON	EQUIPMENT MAINT OP.	£40.17
BACS	OXLEY SHUTTERS	REPAIR TO SHUTTER PLUS FOBS	£144.00
BACS	CAME & CO	INSURANCE RENEWAL	£1,704.13
BACS	STAFF/HMRC/NEST	SALARIES/PAYE/PENSION	£1,997.33
BACS	GLENDALE	JPF	£28.08
BACS	GLENDALE	8 ACRES	£88.80
BACS	GLENDALE	AMENITY AREA	£528.00
DD	NPOWER	GAS USAGE	£135.50
DD	VIRGIN	BROADBAND	£0.00
		TOTAL	£6,339.62

27. TIME AND DATE OF NEXT MEETING:

Annual Parish Meeting 3rd June 2019

Full Council Meeting 17th June 2019

Surplus Meeting 10th June 2019