

MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL MONDAY 16th MAY 2022 AT 7PM

Present: Councillor Mik Boon (Chairman)
Councillor Helen Reynolds (Vice Chair)
Councillor Anne Wheeler
Councillor Maureen Redford

In Attendance: Emma Portas – Clerk and RFO
Councillor Phyll Smith East Lindsey District Council

1 Member of the public

Public Forum Opened at 7pm.

One resident raised a complaint regarding the condition of the alleyway between Pinfold Lane and Picksley Crescent. She felt that it wasn't being cleared of weeds often enough and that it smells offensive all of the time. The lady also stated that the footpath in the alleyway is very uneven and that she herself had fallen when walking through the alleyway.

The same resident raised a query on the precept increase this year. She also queried the population size of Holton le Clay as the figures online seem to vary. She also questioned whether the parish council has to contribute towards any grants received.

The resident raised the issue of cars parking on pavements in the village.

Public Forum Closed at 7.25pm

1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2022/23 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR MIK BOON:

Councillor Mik Boon was elected as Chairman for the year 2022/23 and duly signed the Declaration of Acceptance of Office.

2. CHAIRMANS WELCOME:

The Chairman welcomed all those present and thanked them for their attendance.

3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2022/23 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR HELEN REYNOLDS:

It was

RESOLVED: to elect Councillor Helen Reynolds as Vice Chair for the year 2022/23. Councillor Reynolds duly signed the Declaration of Acceptance of Office.

- 4. TO RECEIVE APOLOGIES FOR ABSENCE: -** Councillor Rowntree, Councillor Starr, Councillor Warrener and Councillor Terry Aldridge (ELDC) all sent their apologies.
- 5. TO RESOLVE TO FILL THREE COUNCILLOR VACANCIES BY CO-OPTION FOLLOWING APPLICATIONS FROM MR DAVID SPRINGETT, MRS TERESA DODGE AND MS ALISON EDWARDS. THE LETTERS OF INTEREST HAVE PREVIOUSLY BEEN CIRCULATED TO FULL COUNCIL:**

It was

RESOLVED: to co-opt David Springett, Teresa Dodge and Alison Edwards to the Parish Council. The declarations of acceptance of office were signed by each new member.

- 6. TO GRANT FINANCIAL DISPENSATION TO COUNCILLORS EDWARDS, SPRINGETT AND DODGE:**

It was

RESOLVED: to grant financial dispensation to each new member for a period of 4 years.

- 7. UPDATE FROM DISTRICT COUNCILLOR:**

Councillor Phyll Smith gave the following update: - The district councils AGM was held last week. The move of offices from Manby to Horncastle is still pressing on. At the moment meetings are being held at Tedder Hall although the building remains closed to the public.

The nuclear waste site has now been identified and the plans for this are moving ahead.

Kerbside collections for glass recycling will be introduced for the village but a date has not yet been set for this.

- 8. UPDATE FROM COUNTY COUNCILLOR**

County Councillor not present.

- 9. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**

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

- **MAGAZINE WORKING GROUP (3 MEMBERS)**
- **HR COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

Councillors Wheeler, Springett, Redford and Boon were appointed to the planning committee

Councillors Reynolds, Edwards and Redford were appointed to the Magazine Working Group

Councillors Reynolds, Dodge and Edwards were appointed to the HR Committee.

10. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 11th APRIL 2022 AS A TRUE RECORD:

The minutes for the full council meeting held on 11th April 2022 were approved as a true record.

11. TO APPOINT EMMA PORTAS AS THE RESPONSIBLE FINANCIAL OFFICER:

It was

RESOLVED: to appoint Emma Portas as RFO for the year 2022/23.

12. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES; MERC

It was

RESOLVED: to appoint Councillor Reynolds and Councillor Dodge as MERC representatives for the year 2022/23.

13. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2022/23 (CHANGE TO MODEL STANDING ORDER 18 ON PROCUREMENT AND FINANCIAL CONTROL TO BRING INTO LINE WITH PROCUREMENT FIGURES POST BREXIT. THE MODEL STANDING ORDER HAS ALSO BEEN SIMPLIFIED TO REMOVE REFERENCES TO THE EUROPEAN UNION. THE MODEL STANDING ORDERS WILL BE FORMALLY UPDATED BY LALC LATER IN THE YEAR, AT WHICH TIME OUR STANDING ORDERS WILL ALSO BE AMENDED:

LAST REVIEWED MAY 2021

It was

RESOLVED: to adopt the Standing Orders for the year 2022/23.
Amendments to be made once an updated version has been released by LALC.

14. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2022/23:

- Health and Safety reviewed February 2022 next review February 2023
- Financial Regulations reviewed September 2021 next review September 2022
- Grievance reviewed April 2022 next review April 2023
- Equal opportunities reviewed April 2022 next review April 2023
- Asset Register reviewed April 2022 next review May 2023
- Safeguarding Reviewed April 2022 due for review April 2023
- Lone Working Policy reviewed October 2021 due for review October 2022
- Financial Risk Management reviewed Feb 2022 next review Feb 2023
- Disciplinary reviewed October 2021 due for review October 2022
- Harassment reviewed October 2021 due for review October 2022
- Complaints reviewed July 2021 due for review July 2022
- Publication Scheme Reviewed February 2022 due for review February 2023
- Press and Media reviewed April 2022 due for review April 2023
- Freedom of Information Reviewed October 2021 due for review October 2022
- Data Protection reviewed October 2021 due for review October 2022
- Parish Councillor Protocol reviewed January 2022 due for review January 2023
- Social Media reviewed March 2022 due for review March 2023

- Financial Support and Grants reviewed March 2022 due for review March 2023
- Retention and Disposal Policy reviewed July 2021 due for review July 2022
- Data Breach Policy reviewed July 2021 due for review July 2022
- Community Engagement Strategy reviewed September 2021 due for review September 2022
- Training Policy reviewed Sept 2021 due for review September 2022
- Death of a Senior National Figure reviewed March 2022 due for review March 2023
- CCTV reviewed Nov 2021 due for review Nov 2022

It was

RESOLVED: to adopt all of the council policies listed for the year 2022/23

15. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2022/23 (CIRCULATED BY EMAIL):

The scheduled meeting dates were approved for the year 2022/23

16. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2022/23:

- Virgin Media
- BT
- British Gas Electricity
- British Gas Gas
- PWLB
- Data Protection Services
- Anglian Water
- British Telecom
- Barclaycard
- Duncan Toplis (Payroll Services)
- NEST
- GIFFGAFF

- Cloudnext

The Direct Debits were approved for the year 2022/23.

17. TO APPROVE BURIAL FEES FROM MAY 2022 (EMAIL SENT TO CLLRS ON 12TH APRIL – NO CHANGES SUGGESTED):

It was

RESOLVED: to approve the burial fees for the year 2022/23 with no changes.

18. TO AGREE TO TRANSFER THE CEMETERY MAINTENANCE COSTS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT £4750:

It was

RESOLVED: to transfer the cemetery maintenance costs to the general account.

19. TO CONSIDER A QUOTE TO HAVE A VISUAL SURVEY OF THE JAPANESE KNOTWEED CARRIED OUT IN JUNE AT A COST OF £250 PLUS VAT:

It was

RESOLVED: to request a visual survey of the Village Hall car park to check for Japanese Knotweed by Environet UK.

20. PROPOSED BY COUNCILLOR REYNOLDS TO CLAIM ON THE COUNCIL INSURANCE TO REPLACE THE DAMAGED ITEMS IN THE JUNIOR PLAYING FIELD TOTALLING £603.31 (INC. VAT) THE EXCESS ON THE CLAIM WILL BE £250:

It was

RESOLVED: to claim on the parish council insurance for the recent damage to equipment on the Junior Playing Field, Garthway.

21. TO CONSIDER A QUOTE FOR THE FOLLOWING:

- REMOVE AND DISPOSE OF ROTTEN BENCH ON LOUTH ROAD/TOP OF SILVER STREET
- REMOVE AND DISPOSE OF EXISTING BENCH ON TETNEY LANE AND REPLACE WITH NEW ONE ONTO A NEW CONCRETE BASE

- **REMOVE AND DISPOSE OF EXISTING BENCH ON JUNIOR PLAYING FIELD AND REPLACE WITH A NEW ONE ON TO EXISTING CONCRETE BASE**

£740.00 – NO VAT

Councillor Boon declared an interest in this item as he is a friend of Mr D Kirk.

It was

RESOLVED: to appoint D Kirk to carry out the work listed. (one abstention)

22. PROPOSED BY COUNCILLOR REYNOLDS TO END THE CEMETERY CONTRACT WITH JB RURAL DUE TO POOR STANDARDS OF WORK:

It was

RESOLVED: to give three months' notice to JB Rural to terminate their contract. Clerk to seek new quotes in the meantime.

23. PLANNING MATTERS:

APPLICATION REFERENCE N/085/00835/22 HAS BEEN RECEIVED AND IS NOW BEING CONSIDERED. YOUR OBSERVATIONS ARE REQUESTED NO LATER THAN 26/05/2022.

PLANNING PERMISSION - REAR SINGLE STOREY EXTENSION TO EXISTING DWELLING TO PROVIDE ADDITIONAL LIVING ACCOMMODATION.

11 RAVENDALE CLOSE, HOLTON LE CLAY, GRIMSBY, DN36 5BN

There are no objections to this application.

APPLICATION REF: DM/1240/21/FUL TO ERECT 227 DWELLINGS, GARAGING, CREATING A NEW VEHICULAR ACCESS ON LOUTH ROAD, LANDSCAPING AND ASSOCIATED WORKS. DEADLINE FOR SUBMISSION OF COMMENTS 8TH MAY 2022 – EXTENSION GRANTED BY NELC:

Clerk to clarify whether this application is an amendment to the existing application for new homes on Louth Road.

24. FINANCIAL MATTERS:

May 2022 Payments

GENERAL	Payee	Invoice	
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	216.53
BACS	VIKING	MERC PAPER	30.28
BACS	VIKING	MAGAZINE STATIONERY	126.9
BACS	VIKING	INK CARTRIDGE	32.72
DD	VIRGIN	broadband	£50.40
BACS	S KULWICKI	INTERNAL AUDIT	£85.00
BACS	E PORTAS	STRIMMER - PETROL REFUND	£8.00
BACS	M. BOON	MILEAGE REFUND	£55.80
BACS	GLENDALE	8 ACRES GRASS	£96.00
DD	BRITISH GAS	DEFIBRILLATOR ELECTRICITY	£16.49
BACS	GLENDALE	JPF GRASS	£31.68
BACS	GLENDALE	AMENITY GRASS	£572.40
BACS	GLENDALE	LOUTH ROW HEDGEROW/VERTI DRAINING	£990.00
BACS	BHIB	INSURANCE RENEWAL	£2,399.04
BACS	JB RURAL	CEMETERY CONTRACT	£475.00
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	£2,582.48
DD	BRITISH GAS	GAS - VILLAGE HALL	£246.32
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£157.50
BACS	APEX	SHUTTER SERVICING	£756.00
BACS	ABATIS	FIRE ALARM REPAIR	£54.00
			£8,982.54
CREDIT CARD PAYMENTS			
	GIFFGAFF	MOBILE TOP UP	12
	CLOUDNEXT	CLLR EMAIL SUBSCRIPTION	17.98
	NBB FURNITURE	2x BENCHES	£732.00
			761.98

The Financial Matters were considered and invoices accepted for payment.

25. DATE AND TIME OF NEXT MEETING: MONDAY 20th JUNE 2022