

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 20<sup>th</sup> JUNE 2022 AT 7PM

Present: Councillor Mik Boon (Chairman)  
Councillor Helen Reynolds (Vice Chair)  
Councillor Anne Wheeler  
Councillor Maureen Redford  
Councillor Paul Rowntree  
Councillor Matt Starr  
Councillor Patrick Warrener  
Councillor David Springett  
Councillor Alison Edwards  
Councillor Teresa Dodge

Councillor Phyll Smith and Councillor Terry Aldridge - East Lindsey District Council

No Members of the public

Public Forum cancelled Due to Lack of Attendance

**26. CHAIRMANS WELCOME:**

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

**27. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**

Apologies received from Emma Portas – Clerk to the Parish Council

**28. TO RECEIVE DECLARATIONS OF INTEREST:**

Councillor Reynolds, Councillor Dodge and Councillor Edwards declared an interest as members of MERC.

**29. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 16<sup>th</sup> MAY 2022:**

The minutes for the annual full council meeting held on 16<sup>th</sup> May 2022 were accepted as a true record.

**30. TO RECEIVE AN UPDATE FROM MERC:**

Councillor Reynolds provided the following updates: A special afternoon tea was held at the Village Hall to commemorate the Jubilee. The next afternoon tea will be held on 5<sup>th</sup> July 2022 and the Summer Fayre will take place on 9<sup>th</sup> July 2022. Special thanks were given to Alison Edwards for her hard work on the village magazine.

**31. UPDATE FROM DISTRICT COUNCILLOR:**

The District Councillors provided the following updates: ELDC staff will be moving to Horncastle very soon.

The plans for the nuclear waste site are moving ahead but Holton le Clay will not be invited to partake in the Community Partnership.

Complaints have been received regarding the decision to stop the National Express service. However, there is a possibility that the service could be reinstated on the route through the village.

Holton le Clays Neighbourhood Plan has still not been adopted officially. Clerk to write to Simon Milson to obtain more information on this.

Congratulations were given on the well supported afternoon teas at the Village Hall.

Complaints have been received regarding the footpath between Pinfold Lane and Picksley Crescent which is now considered a health and safety issue by the Parish Council.

**32. UPDATE FROM COUNTY COUNCILLOR**

County Councillor not present.

**33. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2021/22 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

The Annual Governance Statement was duly signed.

**34. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2021/22:**

The Annual Accounting Statements 2021/22 were approved by Full Council

**35. TO CONSIDER QUOTES FOR CEMETERY MAINTENANCE FOR THE NEXT 12 MONTHS. FOUR COMPANIES HAVE BEEN APPROACHED BUT ONLY TWO HAVE PROVIDED QUOTES: TO APPOINT EMMA PORTAS AS THE RESPONSIBLE FINANCIAL OFFICER:**

**COMPANY A: £9489 PER YEAR**

**COMPANY B: £5520 PER YEAR**

It was

RESOLVED: to appoint Company B as cemetery maintenance contractors for the next 12 months.

**36. TO AGREE A PLAN OF ACTION REGARDING THE JAPANESE KNOTWEED ON LAND TO THE REAR OF THE ROYAL OAK PUB TO ENSURE ITS SAFE REMOVAL:**

It was

RESOLVED: to write to the Environment Agency to report the Japanese Knotweed and to inform ELDC and LCC stating concerns.

**37. PROPOSED BY COUNCILLOR DODGE TO ERECT A NEW SIGN AT THE ENTRANCE TO THE VILLAGE HALL DIRECTING VISITORS TO THE CAR PARK. THE EXISTING SIGN IS RELATIVELY SMALL AND NOT ALL VISITORS ARE AWARE THAT THERE IS A CAR PARK TO THE REAR:**

- **SIGN OF THE TIMES: TO SUPPLY AND FIT NEW ALUMINIUM COMPOSITE SIGN TO CONCRETE PANELS MEASURING 1200mm BY 600mm £125 PLUS VAT.**
- **SIGNS EXPRESS: TO SUPPLY AND FIT NEW ALUMINIUM COMPOSITE SIGN MEASURING 1200mm BY 1200mm £157.98 PLUS VAT**

It was agreed that Councillor Dodge will obtain quotations for a slightly smaller sign (900x600mm) to include the words 'Parish Council Office'.

**38. PROPOSED BY COUNCILLOR REYNOLDS TO WRITE TO THE RESIDENTS AT 1 TETNEY LANE AND 124 LOUTH ROAD TO REQUEST THAT THE BUILDERS' BAGS OUTSIDE THEIR PROPERTIES ARE REMOVED. THE BAGS HAVE BEEN ON THE GRASS VERGES FOR QUITE SOME TIME AND ARE CAUSING AN OBSTRUCTION FOR THE GRASS CUTTERS:**

It was

RESOLVED: to write to the residents to request that the builders' bags are removed.

**39. PROPOSED BY COUNCILLOR REYNOLDS TO TRANSFER £8,000 OF SURPLUS FUNDS TO THE VILLAGE IMPROVEMENT FUND:**

It was

RESOLVED: to move £8000 from the General Account Surplus Funds to the Ear marked Reserve Village Improvement Fund.

**40. TO CONSIDER PURCHASING A NEW LITTER BIN TO REPLACE THE DAMAGED BIN AT THE JUG AND BOTTLE:**

- **GLASDON JUBILEE 110LITRE BIN £447.31 EXC. VAT. FREE DELIVERY**
- **NBB FURNITURE COPPERFILED 90LITRE BIN £330 EXC VAT. FREE DELIVERY**

This item was removed from the agenda.

**41. TO RECONSIDER DELEGATED POWERS GIVEN TO THE CLERK DURING THE COVID PANDEMIC AS FOLLOWS:**

- **DELEGATED AUTHORITY TO UNDERTAKE DECISIVE ACTIONS WITHIN LEGAL CONSTRAINTS AND IN THE BEST INTERESTS OF PUBLIC SAFETY, TO CANCEL MEETINGS OF THE PARISH COUNCIL AND ITS COMMITTEES.**
- **BUDGETARY CONTROL – CLERKS DELEGATED SPENDING POWERS INCREASED FROM £500 TO £2000 IN CONSULTATION WITH THE CHAIR/VICE CHAIR IN RESPECT OF ANY EMERGENCY OR HEALTH AND SAFETY MATTER.**
- **POLICY UPDATES – DELEGATED RESPONSIBILITY GIVEN TO THE CLERK TO UPDATE AND IMPLEMENT NECESSARY CHANGES TO EXISTING POLICIES**

It was

RESOLVED: to remove the delegated powers listed above.

**42. FINANCIAL MATTERS:**

HOLTON LE CLAY PARISH COUNCIL

**FINANCIAL REPORT as at** 31/05/2022

**CASH BOOK**

Balance Brought forward	31/05/2022	
General Account		78,566.93
Burial Account		6,959.48
		<hr/>
		85,526.41
 Add - Income		
General Receipts		6,397.35
Burial Receipts		150.00
		<hr/>

		6,547.35	
			<u>92,073.76</u>
Less - Expenditure			
General			
Payments		10,426.68	
Burial Payments		<u>4,750.00</u>	
			<u>15,176.68</u>
<b>Balance Carried Forward</b>	<b>31/05/2022</b>		<b><u>76,897.08</u></b>
<b><u>BANK BALANCES as at</u></b>	<b>31/05/2022</b>		
General Account per Statement		74,537.60	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		0.00	
			74,537.60
Burial Account per Statement		2,359.48	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	
			<u>2,359.48</u>
			7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b><u>76,897.08</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE			76,897.08
RESERVES			
Parish Council Minimum Reserve	13,000.00		
Junior Playing Field New Equipment	1,445.00		
Village Improvement Reserve	7,204.21		
magazine costs reserve	4,263.24		
muga renovation	207.51		
		26,119.96	
Burial Account Bank Balance (upkeep of Cemetery)		<u>2,359.48</u>	
			28,479.44
PRECEPT RECEIVED IN ADVANCE (see below)			
5 months			
		<u>30,177.91</u>	
			<u>58,657.35</u>
<b>*APPROX FUNDS AVAILABLE as at</b>	<b>31/05/2022</b>		<b><u>18,239.73</u></b>

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

The Finance Report was accepted.

### **43. FINANCIAL MATTERS:**

#### June 2022 Payments

GENERAL	Payee	Invoice	
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	222.3
BACS	VIKING	3x STAPLERS/DESK FILING SHELVES	120.0
BACS	VIKING	PAPER/INK CARTRIDGES	62.4
BACS	ECO CONTROL SYSTEM	JAPANESE KNOTWEED SURVEY	30.0
DD	VIRGIN	broadband	£50.4
BACS	RBS RIALTAS	YEAR END CLOSEDOWN	£720.0
BACS	RED ENGINEERING	SOLAR LIGHT BRACKET INSTALLATION	£225.0
BACS	SAM TURNERS	STIHL BLADES	£27.9
BACS	OLDEN THYMES GARDENING	CEMETERY TIDY UP	£543.0
BACS	GLENDALE	8 ACRES GRASS	£192.0
BACS	GLENDALE	JPF GRASS	£63.3
BACS	GLENDALE	AMENITY GRASS	£1,144.8
BACS	JB RURAL	WEED SPRAYING	£799.9
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	£2,582.4
DD	BRITISH GAS	GAS - VILLAGE HALL	
DD	WAVE	VILLAGE HALL WATER	£76.4
BACS	A EDWARDS	MAGAZINE SET UP	£100.0
CREDIT CARD PAYMENTS			£7,231.0
	GIFFGAFF	MOBILE TOP UP	
	CLOUDNEXT	CLLR EMAIL SUBSCRIPTION	17.9
	A-Z PROMOTIONS	MAGAZINE PRINTING	£138.0
	ARCO	MAINTENANCE OPERATIVE CLOTHING	255.0
	A-Z PROMOTIONS	MAGAZINE PRINTING	358.0
	ELITE INDUSTRIAL	HIGH VIS TROUSERS	5.0
	GLASDON	LITTER BIN	536.0
			1376.9

### **44. DATE AND TIME OF NEXT MEETING: MONDAY 18<sup>th</sup> July 2022**