

MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY, DN36 5DL TUESDAY 21ST DECEMBER 2021 AT 7PM

Present: Councillor Mik Boon (Chairman)
Councillor Helen Reynolds (Vice Chair)
Councillor Matthew Starr
Councillor Maureen Redford
Councillor Patrick Warrener

In Attendance: Emma Portas – Clerk and RFO
0 Members of the public

131. CHAIRMANS WELCOME:

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

132. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:

Apologies were received from Councillor P Rowntree, Councillor Anne Wheeler, Councillor Terry Aldridge and Councillor Phyll Smith.

133. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Reynolds declared an interest as a member of MERC.

134. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15th NOVEMBER 2021:

The minutes of the full council meeting held on 15th November 2021 were accepted as a true record.

135. TO RECEIVE AN UPDATE FROM MERC:

December has been a busy month for the village hall but things are now starting to wind down ready for the holidays. They have held a successful afternoon tea, a children's day and a shopping fayre.

136. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLORS:

None present – apologies received

137. TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:

Not present – no apologies received

138. TO CONSIDER QUOTES FOR NEW PLAYGROUND EQUIPMENT FOR THE JUNIOR PLAYING FIELD, FOLLOWING A RECEIPT OF GRANT FUNDING FOR £10,000. FUNDING FOR A BENCH AND SEE SAW HAVE ALREADY BEEN AGREED. THE PROPOSAL FOR TWO SPRING RIDERS ARE BACK ON THE AGENDA FOR RESOLUTION:

SPRING RIDER QUOTES:

- **_PLAYDALE DOUBLE SPRING RIDER PLUS SINGLE SPRING RIDER £3876.23 + VAT INC DELIVERY AND INSTALLATION;**
- **CREATIVE PLAY DOUBLE SPRING RIDER AND SINGLE SPRING RIDER £3430 + VAT – THIS QUOTE INCLUDES WET POUR SAFETY SURFACING WHEREAS PLAYDALE ARE HAPPY TO INSTALL ON GRASS WITH NO SAFETY SURFACING. THE PURCHASE OF A SEE SAW HAS ALREADY BEEN AGREED FROM CREATIVE PLAY AND THE TOTAL COST FOR THE SPRING RIDERS, SEE SAW, WET POUR, POST INSTALLATION CHECKS AND WELFARE FACILITIES WILL BE £8010 + VAT.**

It was

RESOLVED: to purchase the double and single spring riders from Creative Play.

139. ITEM CARRIED FORWARD FROM NOVEMBER.

TO CONSIDER QUOTES FOR CARRYING OUT PLAY INSPECTIONS ON THE 8 ACRES AND JUNIOR PLAYING FIELD.

- **THE PLAY INSPECTION COMPANY £236 + VAT JPF, £105 + VAT 8 ACRES TRIM TRAIL, £105 + VAT MUGA**
- **JB RURAL – COST FOR JPR AND TRIM TRAIL £150 PLUS VAT FOR BOTH**

ROSPA PROVIDED A QUOTE FOR £450 BUT THEY ARE ONLY IN THE AREA IN THE MONTHS OF AUGUST AND SEPTEMBER.

It was

RESOLVED: to request a safety inspection of the play parks and MUGA from The Play Inspection Company.

140. TO CONSIDER HIRING A MINI OR MIDI SKIP FOR THE PARISH GARDENS DUE TO THE AMOUNT OF WASTE THAT HAS ACCUMULATED AROUND THE PLOTS.

- BROWNS SKIP HIRE MINI SKIP £90 MIDI SKIP £120
- SKIP HIRE GRIMSBY MIDI SKIPS ONLY £187 + VAT
- CR SKIPS MINI SKIP £90 INC. VAT MIDI £125 INC. VAT

It was

RESOLVED: to hire a midi skip from Browns Skip hire in the new year.

141. A RESIDENT HAS VERY KINDLY DONATED TWO PRINTS OF THE VILLAGE TAKEN AT DIFFERENT TIMES – ONE FROM THE 1950'S AND ONE FROM THE 1980'S. THE PRINTS ARE DIGITAL AND WILL COST £4.99 EACH TO HAVE PRINTED AND ENLARGED TO A3 SIZE. COUNCIL TO CONSIDER HAVING THE PRINTS PROFESSIONALLY MOUNTED AND FRAMED AS FOLLOWS:

- MB PICTURE FRAMING £50 EACH INC. VAT
- JPP FRAMING £54 EACH INC. VAT
- FAST FRAME £40 EACH INC. VAT (CLOSED FOR 4 WEEKS)

It was

RESOLVED: to have the prints framed by MB Picture framing.

142. TO AGREE THE PRECEPT REQUEST FOR THE YEAR 2022/23 AS DISCUSSED AT THE INFORMAL FINANCE MEETING HELD ON 13TH DECEMBER 2021.

- **OPTION 1: PRECEPT REMAINS THE SAME AS LAST YEAR RESULTING IN A SHORTFALL OF £8676 TO BE COVERED BY THE PARISH COUNCIL USING SURPLUS FUNDS. THIS WILL APPEAR AS A £52.90 CHARGE ON BAND D COUNCIL TAX – WHICH WOULD BE A DECREASE OF 0.53p ON LAST YEAR**
- **OPTION 2: INCREASE PRECEPT BY 5.8% TO £72,427 LEAVING A SHORTFALL OF £4649 TO BE COVERED BY THE PARISH COUNCIL USING SURPLUS FUNDS. THIS WILL APPEAR AS A £56.01 CHARGE ON BAND D COUNCIL TAX WHICH WOULD BE AN INCREASE OF £2.58 ON LAST YEAR**

- **OPTION 3: INCREASE PRECEPT BY 12.6% TO COVER TOTAL OUTGOINGS BRINGING THE PRECEPT UP TO £77,076. THIS WILL APPEAR AS A £59.61 CHARGE ON BAND D COUNCIL TAX WHICH WOULD BE AN INCREASE OF £6.18 ON LAST YEAR**

It was

RESOLVED: to increase the precept by 5.8% to £72,427. This will leave a shortfall of £4649 to be covered by the parish council using surplus funds. This will appear as a £56.01 charge on a Band D property and is an increase of £2.58 per year per household.

143. PROPOSED BY COUNCILOR REYNOLDS TO TAKE OVER THE PRODUCTION OF THE VILLAGE MAGAZINE. THAT THE PARISH COUNCIL COVERS THE COST FOR A YEAR USING THE SURPLUS FUNDS AND THEN TO CONSIDER INCREASING THE PRECEPT IF NEEDED ONCE WE HAVE A CLEARER IDEA OF COST. IT IS ALSO PROPOSED THAT THE COST OF ADVERTISING IS INCREASED AND THAT EMMA IS GIVEN AN ALLOWANCE OF UP TO 8 HOURS PER MONTH TO COMPILE THE MAGAZINE – TO BE REVIEWED AFTER 3-6 MONTHS. HLCMERC HAS AGREED TO COLLATE THE MAGAZINE AND THEY WILL JOIN WITH CHURCH VOLUNTEERS TO DELIVER TO EACH PROPERTY. TOTAL ESTIMATED COST OF MAGAZINE PRODUCTION INCLUDING STAFF, PRINTING AND STATIONERY £3,163 PER YEAR:

It was

RESOLVED: that the Parish Council takes over production of the village magazine and that up to 10 hours extra working time be allowed for the clerk to complete it. A separate budget will be set up in the new year using surplus funds from the general account so that the budget and precept are not affected.

144. TO CONSIDER FORMING A WORKING GROUP TO ASSIST THE CLERK WITH ARTICLE IDEAS ETC AND TO TAKE OVER MAGAZINE PRODUCTION IN THE EVENT THAT THE CLERK IS ON ANNUAL LEAVE OR SICK LEAVE. A MINIMUM OF THREE COUNCILLORS WILL BE REQUIRED FOR THIS:

It was

RESOLVED: that Cllr M Boon, Cllr M Redford and Cllr H Reynolds will form the working group for the magazine.

145.FINANCIAL MATTERS

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

30/11/2021

CASH BOOK

Balance Brought forward	30/11/2021		
General			
Account			85,887.66
Burial Account			<u>5,166.26</u>
			91,053.92
Add - Income			
General			
Receipts		2,100.73	
Burial Receipts		<u>336.00</u>	
		2,436.73	<u>93,490.65</u>
Less - Expenditure			
General			
Payments		6,247.93	
Burial			
Payments		<u>0.00</u>	<u>6,247.93</u>
Balance Carried Forward	30/11/2021		<u><u>87,242.72</u></u>

BANK BALANCES as at

30/11/2021

General Account per Statement		82,108.46	
less - Outstanding			
Cheques		<u>368.00</u>	
plus - Receipts not cleared		0.00	81,740.46
Burial Account per			
Statement		5,178.26	
plus - receipts not cleared		324.00	
less - Outstanding			
Cheques		<u>0.00</u>	<u>5,502.26</u>
			7,157.55

TOTAL COUNCIL FUNDS AS AT

87,242.72

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE 87,242.72

RESERVES

Parish Council Minimum Reserve	13,000.00	
Junior Playing Field New Equipment	10,000.00	
Village Improvement Reserve	19,702.05	
muga renovation	207.51	
		42,909.56

Burial Account Bank Balance (upkeep of Cemetery)	5,502.26	
		<u>48,411.82</u>

PRECEPT RECEIVED IN ADVANCE (see below)

4 months		
		<u>22,800.66</u>

71,212.48

***APPROX FUNDS AVAILABLE as at 30.11.21**

16,030.24

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

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

*4086.00 of surplus monies is for cemetery upkeep

The Financial Matters were accepted as a true account of the councils' finances.

RESOLVED

146. FINANCE REPORT:

December 2021 Payments

GENERAL

Invoice

Payee

DD	VIRGIN	broadband	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	£2,485.55
BACS	BRITISH GAS	ELECTRICITY VILLAGE HALL	£133.28
BACS	KONIKA MINOLTA	PRINTER HIRE	£52.06
BACS	WAVE/ANGLIAN WATER	VILLAGE HALL WATER	£99.18
DD	ICO	DATA PROTECTION FEE	£40.00
BACS	JB RURAL	CEMETERY CONTRACT AUGUST	£475.00
BACS	JB RURAL	CEMETERY CONTRACT	£475.00
BACS	JB RURAL	WEED TREATMENT SEPT	£799.99
BACS	CLLR REYNOLDS	REFUND - BULBS	£14.00
BACS	SLCC	MEMBERSHIP RENEWAL	£186.00
BACS	RED ENGINEERING	SOLAR LIGHT BRACKET	£225.00
BACS	SAM TURNERS	STRIMMER PART	£23.76
DD	WAVE/ANGLIAN WATER	CEMETERY WATER	£3.50
DD	BRITISH GAS	DEFIB ELECTRICITY	£15.55
DD	BRITISH GAS	VILLAGE HALL GAS	£296.37
BACS	PLATERS	8 ACRES FENCE REPAIR	£381.00
CREDIT CARD PAYMENTS			£5,755.64
	GIFFGAFF	MOBILE TOP UP	12
	AMAZON	BURIAL DEED SEALS	7.98
	CLOUDNEXT	EMAIL SUBSCRIPTION	22.76
			42.74

THE FINANCIAL REPORT WAS ACCEPTED FOR PAYMENT
RESOLVED.

**147. DATE AND TIME OF NEXT MEETING: MONDAY 17th JANUARY
2022 – DEPENDING ON GOVERNMENT GUIDELINES AT THE
TIME**