

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 22nd JUNE 2021 AT 7PM.

Present: Councillor Mik Boon (Chairman)
Councillor Helen Reynolds (Vice Chairman)
Councillor Maureen Redford
Councillor Patrick Warrener
Councillor Tina Brack

Councillor Phyll Smith (East Lindsey District Council)

In Attendance: Emma Harris – Clerk to the Parish Council and RFO

22. CHAIRMANS WELCOME:

Councillor Mik Boon welcomed those present and thanked them for their attendance.

23. TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies were accepted from Councillor Rowntree. Councillor Dicker and Councillor Starr were absent. Councillor Aldridge sent his apologies.

24. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Reynolds declared an interest in MERC. Councillor Boon declared an interest in item 34 of the agenda

25. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON 4TH MAY 2021:

The minutes were accepted as a true record of the meeting held on 4th May 2021.

RESOLVED

26. TO RECEIVE AN UPDATE FROM MERC:

Councillor Reynolds raised the issue of the Village Magazine no longer being in production. She feels that it would be a good idea for the three main organisations in the village (MERC, the Church and the Parish Council) to work together to reinstate its production. MERC volunteers would be happy to put the magazine together and distribute it but the other organisations

would also need to have an input. Clerk to contact the former editor with a view to holding an informal meeting to discuss options.

The Village Hall will hopefully be fully open again from the 19th July. The summer fayre will be held on 7th August and the scarecrow competition (which is open from 17th July) will be judged on the same day.

27. TO RECEIVE AN UPDATE FROM NDP:

NDP MEMBER Paula Webster circulated a handover document this week on behalf of the NDP group. The document will be available as an attachment with the meeting minutes. To summarise:

- The village referendum was completed in May 2021 with votes cast 1011 in favour against 69.
- The policies in the Neighbourhood Development Plan will now be used any developers and individuals who wish to build in Holton le Clay and by parish councillors in preparing their responses to planning applications.
- The NDP Team have now formally handed over the Neighbourhood Development Plan. The plan will need to be reviewed and updated in 2031.
- Printed copies of the plan will be given to the parish clerk for storage in the parish office.

28. TO RECEIVE AN UPDATE FROM THE DISTRICT COUNCILLOR:

Councillor Phyll Smith gave an update. The district council has applied for a portion of the 'Level Up' funding from the government - £20 million in total. If successful, the funding will be used to update the cycle networks in the area and also for improvements to tourism provision.

Several of the bottle recycling bins behind the Co-Op have now been moved to Nickerson's. It is now looking likely that the bins will be moved back to their original spot and replaced with noise reducing bins.

29. TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:

County Councillor not present, no apologies given.

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 OHZ

Following clarification from the applicant as to the type of materials to be stored at the site, the parish council has no objections to this application.

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:

The parish council has no objections to this development.

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

The Parish Council has no objections to this development.

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**

It was felt that in light of the developments discussed in item 28 of the agenda that this item be removed.

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

It was

RESOLVED: 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:

It was

RESOLVED: to form a staffing committee with Cllrs Brack, Reynolds and Warrener

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:

It was

RESOLVED: to appoint JB Rural to lay the kerb edging on the proviso that they hold the appropriate accreditation. If not, then a further quote will need to be obtained from a different company.

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:

It was

RESOLVED: to purchase a Stihl engine from Sam Turner and Sons using the Village Improvement reserve.

- 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:**

It was

RESOLVED: to appoint JB Rural to lay the kerb edging on the proviso that they hold the appropriate accreditation. If not, then a further quote will need to be obtained from a different company.

- 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:**

It was

RESOLVED: to purchase two signs for the Junior Playing Field and the 8 Acres but with only the parish office number instead of the clerk's name listed.

- 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:**

(Amendment: the lights switch off naturally at around 4am rather than being on a timer)

It was

RESOLVED: to purchase a solar light to see whether it is strong enough to illuminate the signs sufficiently. The clerk will obtain a quote for fixing the light to the existing post.

- 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)

It was

RESOLVED: to purchase two more village signs from Blackrow Engineering and to instruct Red Engineering to make the frames, posts and install the signs.

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)**

The Standing Orders were adopted with no changes for the year 2021/22.

43. FINANCE REPORT:

June 2021 Payments

GENERAL	Payee	Invoice	
DD	VIRGIN	broadband	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS/MILEAGE	£2,458.40
DD	BRITISH GAS	GAS SUPPLY VILLAGE HALL	£90.77
BACS	P ROWNTREE	FENCE PAINT	£16.00
BACS	KONIKA MINOLTA	PRINTER HIRE	£41.58
BACS	GLENDALE	AMENITY AREA	£1,123.20
BACS	GLENDALE	JPF GRASS	£61.44
BACS	GLENDALE	8 ACRES GRASS	£187.20
BACS	BRITISH GAS	ELECTRICITY VILLAGE HALL	£37.13
BACS	D KIRK	BENCH INSTALLATION CEMETERY	£430.00

DD	DUNCAN TOPLIS	PAYROLL SERVICES	£157.50
BACS	VIKING DIRECT	OFFICE STATIONERY	£36.89
BACS	WAVE	WATER - VILLAGE HALL	£30.01
BACS	RED ENGINEERING	MEMORIAL SIGN INSTALLATION	£550.00
			£5,270.52
CREDIT CARD PAYMENTS FOR AUGUST	MARCH/APRIL		
	ZOOM	REMOTE MEETINGS APP	14.39
	GIFFGAFF	MOBILE TOP UP	12
	CLOUDNEXT	EMAIL SUBSCRIPTION	14.38
			40.77

It was

RESOLVED: to approve the finance report for payments.

44. FINANCIAL MATTERS:

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>76,207.20</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>	
		70,523.49

***APPROX FUNDS AVAILABLE as at 31/05/2021 5,683.71**

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

RESOLVED: to approve the financial matters.

- 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:**

Councillor Smith excused himself from the meeting.

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

The clerks return to office working and opening hours were discussed.

- 47. DATE AND TIME OF NEXT MEETING: 19th JULY 2021 SUBJECT TO RESTRICTIONS BEING LIFTED THIS MEETING WILL BE HELD IN THE COUNCIL MEETING ROOM AT THE VILLAGE HALL**

Neighbourhood Development Plan Team Handover to Parish Council - June 2021

On completion of the Village Referendum in May 2021, we are pleased to announce that the Counting Officer at ELDC has declared that more than half of those voting have voted in favour of East Lindsey District Council using the Holton le Clay Neighbourhood Plan. Votes cast in favour 1011, against 69.

Our liaison contact at ELDC, Alex Murphy, has sent a report to the Full Council and the Development Management officers (formerly known as Planning Officers) have been made aware that the plan has been successful at referendum and therefore they should now take it into consideration during planning applications.

The policies in the Neighbourhood Development Plan 2021 - 2031 should also be used by any Developers and individuals who wish to build in Holton-le-Clay and by Parish Councillors in preparing and responding to planning applications.

All development over the plan period will maximise the well-being and safety of residents and the environmental assets in and around Holton-le-Clay, maintaining and improving access to the countryside and open spaces for residents.

The NDP Team are now formally handing over the Neighbourhood Development Plan to the Holton le Clay Parish Council. The life of the plan is till 2031 when it will need to be reviewed and updated.

- We would advise that a new NDP Group is established by the Parish Council in advance of this expiry date; in our experience 2/3 years before expiry would not be excessive. This is due to the gathering and collation of evidence and public surveys which will be needed.
- To make the updating of the Neighbourhood Development Plan easier we would suggest that a system is developed to document its use – recording the policies which have been helpful and those which haven't.
- In addition, that notes are made if there are any areas which aren't covered currently. For example, since writing the NDP we became aware that the need for wildlife corridors isn't fully covered. It seems some big developers are prepared to leave a gap in garden fencing for a Hedgehog Highway. This might have been something we could have proposed for the Plan.
- On reflection, even though we were enthusiastic volunteers who wrote the Green Plan, Village Character Assessment and the Neighbourhood Development Plan, it needs a professional to provide technical and statutory guidance and hiring one when we did was essential in getting it to referendum. We believe this and any available funding needs to be established at the outset. Whilst some Councillors were aware a grant from ELDC existed, somewhere along the "journey" this fact was lost and a lot of the cost has been borne by members of the Steering group.

The Neighbourhood Development Plan, should be read in conjunction with the Holton le Clay Character Assessment and Holton le Clay Green Plan. These documents provide detailed objectives and they explain how the policies and vision can be achieved and should form part of a new Parish Councillors Starter Pack.