

MINUTES OF THE REMOTE FULL COUNCIL MEETING OF HOLTON LE CLAY
PARISH COUNCIL, HELD VIA VIDEO CONFERENCE USING THE ZOOM APP.
MONDAY 18th JANUARY 2021 AT 7PM.

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

Councillor Terry Aldridge (East Lindsey District Council)
Councillor Phyll Smith (East Lindsey District Council)
Councillor Hugo Marfleet (Lincolnshire County Council)

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

130. CHAIRMANS WELCOME:

Councillor Rowntree welcomed all those present and thanked them for their attendance.

131. TO RECEIVE APOLOGIES FOR ABSENCE:

None received. Councillor Dicker was noted as absent.

132. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Reynolds declared an interest in item 134 as a member of MERC.

**133. TO APPROVE THE MINUTES OF THE FULL COUNCIL
MEETING HELD ON 14th DECEMBER 2021:**

As per the Parish Councils standing orders, voting was by show of hands.
It was

RESOLVED: that the minutes be approved as a true record.

134. TO RECEIVE AN UPDATE FROM MERC:

The village hall is still closed until further notice. A couple of leaks have been noticed in the village hall and a roofer is coming out to investigate with a view to resolving whatever is causing it. The shutters are being serviced on Friday 22nd January 2021.

135. TO RECEIVE AN UPDATE FROM THE DISTRICT COUNCILLORS:

There will be an emergency meeting held shortly regarding the Covid vaccination roll out. Councillor Aldridge confirmed that residents can move across boundaries to receive their vaccine but stressed that they must wait until they receive a letter of invitation from the NHS. Both Councillor Aldridge and Councillor Smith have now received the grant applications from the parish council and these have been sent off for authorisation.

136. TO RECEIVE AN UPDATE FROM THE COUNTY COUNCILLOR:

Councillor Marfleet addressed the issue with the cycle path on the new housing estate. He said that the cycle path is currently being mapped out retrospectively as they were missed from the plans. All of the S106 funds from the development were spent on Toll Bar Roundabout improvements which means that Holton le Clay effectively missed out on the funding. Councillor Marfleet stressed the need for a list of areas that require attention in the village in preparation for the next housing development – so that HLC doesn't miss out on the S106 funding a second time. However, he did say that the village may have missed the boat already on this.

The issue of flooding on Church lane was raised again and that despite the problem having been reported many times over the years it has never been resolved. The clerk will forward her most recent reports to Councillor Marfleet so that he can look into this.

The vaccine is being rolled out very effectively across Lincolnshire and Rapid Testing is being rolled out in Boston for those without any symptoms.

Councillor Marfleet is still looking into resolving the issues with HCCA/Community Centre. It has been passed to Kevin Kendall at LCC and he will report back any updates as soon as he receives them.

137. PLANNING MATTERS - N/085/02355/20 Observations are requested no later than 20/01/2021.

Planning Permission – Extension and alterations to an existing building comprising of a dwelling and shop to provide a ground floor bedroom and study for the dwelling partly on site of the existing shop which is to be demolished and erection of a detached garage.

79 LOUTH ROAD, HOLTON LE CLAY, GRIMSBY, DN36 5AA

There are no objections to this application but there is an issue of where to site the existing post box. The box is a period box and the parish council is keen to stress that this must be retained by the village. It was agreed that it should stay in the same location as it is listed on the plans.

138. TO DISCUSS QUOTES FOR THE CEMETERY MAINTENANCE CONTRACT. THE CURRENT PRICE FOR THE YEAR 2020/21 IS £4334.

	ONE YEAR CONTRACT	THREE YEARS
COMPANY A	£4950	£14,250 OR £4750 PER YEAR
COMPANY B	£8736	YEAR ONE £6336 YEAR TWO £6653 YEAR THREE £6985
COMPANY C	£6325	YEAR ONE £6325 YEAR TWO £6325 YEAR THREE £6515

It was

RESOLVED to offer the cemetery contract to Company A for the period of 3 years.

139. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE TWO LITTER BINS FOR THE NEW HOUSING ESTATE TO BE EMPTIED ONCE PER WEEK BY PAUL NOTLEY.

- **GLASDON JUBILEE 110L £386.40 PLUS VAT (SAME AS OTHERS IN THE VILLAGE)**
- **BROXAP MAELOR HIGH SECURITY LITTER BIN 120L £155 PLUS VAT PLUS £34.99 OPTIONAL CONCRETE BASE**
- **RECYCLING BINS DIRECT HERITAGE SQUARE HOODED LITTER BIN £375 PLUS VAT**

This item was deferred pending further enquiries.

140. TO DISCUSS QUOTES FOR THE WEED SPRAYING CONTRACT FOR THE VILLAGE AND APPOINT A SUPPLIER. THIS IS FOR THREE SPRAYS PER YEAR AS PER THE SPECIFICATIONS PROVIDED BY LINCOLNSHIRE COUNTY COUNCIL.

- **COMPANY A £2000 FOR THREE APPLICATIONS PLUS VAT**

- COMPANY B £895 PER SPRAY PLUS VAT

It was

RESOLVED to offer the one-year contract for weed spraying to Company A.

141. TO DISCUSS THE QUOTES FOR THE VILLAGE SIGN POST AND FRAME AND APPOINT A SUPPLIER:

- **SIGN OF THE TIMES: TO SUPPLY AND FIT FRAME AND POST AND CARRY OUT SIGN INSTALLATION £780 PLUS VAT**
- **BLACKROW ENGINEERING: TO SUPPLY AND FIT FRAME AND POST AND CARRY OUT SIGN INSTALLATION £1,400 PLUS VAT**

It was

RESOLVED to order the sign post, frame and installation from Sign of the Times.

142. PROPOSED BY COUNCILLOR ROWNTREE TO WRITE TO KEVIN SNAPE TO ASK FOR A MEETING TO DISCUSS THE COMPLETION OF THE SITE, SITE MANAGEMENT CONTACT AND HIS COMMUNITY CONTRIBUTION TO THE VILLAGE:

It was

RESOLVED to write a formal letter to Kevin Snape to ask for further information on the following: the soakaway area on the estate being in need of a life belt for health and safety purposes, the community contribution, completion of site, management plan for the future.

143. TO DECIDE UPON A GAS SUPPLIER FOR THE VILLAGE HALL. THE CURRENT THREE-YEAR CONTRACT WITH NPOWER IS DUE TO EXPIRE ON 28TH FEBRUARY 2021.

<u>SUPPLIER</u>	<u>TERM</u>	<u>DAY RATE (P/KWH)</u>	<u>STANDING CHARGE</u>	<u>ANNUAL COST</u>
BRITISH GAS	12 MONTHS	3.69	0.0000	£1,659.95
BRITISH GAS	36 MONTHS	3.85	0.0000	£1,731.92
SMARTEST ENERGY	12 MONTHS	3.96	25.10	£1873.02
SMARTEST ENERGY	24 MONTHS	3.65	25.10	£1733.57
NPOWER	12 MONTHS	4.11	24.00	£1936.48
NPOWER	24 MONTHS	4.11	24.00	£1936.48

It was

RESOLVED: to appoint British Gas as the gas supplier for the next three years.

- 144. EMMA HAS RECENTLY SUBMITTED GRANT APPLICATIONS TO BOTH DISTRICT COUNCILLORS TO BUY AND INSTALL A NEW BENCH IN THE CEMETERY, AS PREVIOUSLY DISCUSSED. ONCE THESE HAVE BEEN ACCEPTED IT IS PROPOSED BY CLLR REYNOLDS THAT A PLAQUE IS PURCHASED FOR THE BENCH TO RECOGNISE THE CONTRIBUTION MADE BY THE COUNCILLORS. THE WORDING PROPOSED IS 'PURCHASED BY HOLTON LE CLAY PARISH COUNCIL WITH GRANT FUNDING KINDLY DONATED BY EAST LINDSEY DISTRICT COUNCILLORS REPRESENTING HOLTON LE CLAY'.**

Councillor Aldridge kindly offered to pay for the plaque from his district councillor grant.

RESOLVED

- 145. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE VILLAGE MAPS AROUND THE VILLAGE RECREATED AND UPDATED – CORNER OF LANGTON AND TETNEY LANE, CORNER OF CLAY LANE AND LOUTH RD, CORNER OF LANCASTER GATE AND LOUTH RD. THE MAPS ARE OUT OF DATE AND A QUOTE HAS BEEN PROVIDED BY SIGN OF THE TIMES AT £160 EACH. TO BE PAID FOR USING THE VILLAGE IMPROVEMENT FUND.**

It was

RESOLVED to have the three village maps recreated by Sign of the Times.

- 146. PROPOSED BY COUNCILLOR BOON TO PURCHASE WAYMARKER SIGNS FOR THE PUBLIC FOOTPATHS IN THE VILLAGE AND LIAISE WITH THE LOCAL LANDOWNERS TO REQUEST THAT THEY INSTALL THEM ON THEIR LAND. THIS IS TO ACCURATELY SHOW WHERE IT IS LEGAL TO WALK AND AVOID THE POSSIBILITY OF TRESPASSING. WAYMARKERS ARE £2.85 EACH OR £2.51 FOR 10:**

Councillor Reynolds proposed that a budget limit of £50 be set for this.

It was

RESOLVED to allow a budget of £50 to purchase way marker signs for the public footpaths in the village.

147. PROPOSED BY COUNCILLOR BOON TO INTRODUCE AND ADOPT AN EMAIL PROTOCOL FOR COUNCILLORS:

The proposal to adopt an email protocol was rejected and instead it was RESOLVED that all councillors will be more mindful of sending unnecessary emails to the clerk due to the high volume of conversation that happens between councillors. Councillors and the clerk will use the subject bar of emails to indicate whether (i) a response is required (ii) it is of an urgent nature (iii) it is of high importance (iv) for info only i.e. no response is required.

148. FINANCE REPORT:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 31/12/2020

CASH BOOK

Balance Brought forward	31/12/2020		
General Account			53,484.29
Burial Account			5,273.26
			<u>58,757.55</u>
Add - Income			
General Receipts		1,024.09	
Burial Receipts		398.00	
		<u>1,422.09</u>	
			60,179.64
Less - Expenditure			
General Payments		9,684.05	
Burial Payments		0.00	
		<u>9,684.05</u>	
Balance Carried Forward	31/12/2020		<u><u>50,495.59</u></u>

BANK BALANCES as at 31/12/2020

General Account per Statement	44,824.33
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less - Outstanding Cheques	0.00	
plus - Receipts not cleared	0.00	44,824.33
Burial Account per Statement	5,637.26	
plus - receipts not cleared	34.00	
less - Outstanding Cheques	0.00	
		<u>5,671.26</u>
		7,157.55
TOTAL COUNCIL FUNDS AS AT		<u>50,495.59</u>

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE 50,495.59

RESERVES

Parish Council Minimum Reserve	13,000.00	
District Councillor Grant/War Mem	0.17	
Village Improvement Reserve	6,725.00	
village sign	432.44	
muga renovation	207.51	
		20,365.12
Burial Account Bank Balance (upkeep of Cemetery)	5,637.26	
		<u>26,002.38</u>

PRECEPT RECEIVED IN ADVANCE (see below)

4 months	22,801.00	
		<u>48,803.38</u>

***APPROX FUNDS AVAILABLE as at 31/12/2020 1,692.21**

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 as a true record.

149. FINANCIAL MATTERS:

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January 2021 Payments

GENERAL		Invoice	
	Payee		
DD	N POWER	GAS VILLAGE HALL	£98.24
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£73.40
DD	VIRGIN	broadband	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£2,362.90
BACS	MOWNS N GROWNS	CEMETERY CONTRACT	£231.29
BACS	COUNCILLOR	REFUND - CANVASES	£131.66
BACS	VIKING	BLACK INK CARTRIDGE	£24.32
			£2,972.21

£5,944.42

CREDIT CARD PAYMENTS FOR
AUGUST

December

ZOOM	REMOTE MEETINGS APP	14.39
ARTEZA	ART SUPPLIES	£49.77
AMAZON	FENCE PAINT	31.68
BROXAP	LITTER BIN	282
SIGN OF THE TIMES	PLAQUE	12
CLOUDNEXT	CLLR EMAILS	14.38
		404.22

The Financial Matters were accepted and approved for payment.

150. 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 IN RELATION TO THE FOLLOWING MATTER: - BUSINESS INTERRUPTION CONTINGENCY PLANNING.

**151. DATE AND TIME OF NEXT MEETING: 15TH FEBRUARY 2021
AT 7PM**

SIGNED_____

DATED_____