

MINUTES OF THE FULL COUNCIL MEETING OF HOLTON LE CLAY PARISH
COUNCIL, HELD AT THE VILLAGE HALL, PINFOLD LANE, HOLTON LE CLAY AT
7.00PM ON MONDAY 16TH SEPTEMBER 2019

Present: Councillor S. Pratt (Chairman)
Councillor H. Reynolds (Vice-Chairman)
Councillor P. Warrener
Councillor M. Starr
Councillor A. Green
Councillor P. Rowntree

In Attendance: Emma Harris (Clerk to the Parish Council)
5 members of the public

Public forum opened at 7pm

Four members of the public expressed a disappointment at the lack of a regular bus service for returning from Mablethorpe in the evening. They are having to rely on taxis as the buses are not running at regular times. They also need a bus service into the village after 9am. The bus in the morning stops at Toll Bar and they feel it would be better if they could have a bus that continues in to the village before it turns around to go back in to Grimsby.

The clerk is to write to the County Councillor to request that he looks in to this for them and in the meantime the residents will gather together a petition to put to Lincolnshire County Council.

One member of the public expressed a disappointment at the lack of contact with the village from the new local Member of Parliament.

79. CHAIRMANS WELCOME:

The Chairman welcomed everyone and thanked them for their attendance.

80. TO RECEIVE APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Boon, Hatley and Searle. Councillor Terry Aldridge also sent his apologies.

81. TO RECEIVE DECLARATIONS OF INTEREST:

Declarations of Interest were received from Councillor Reynolds (MERC).

82. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 15TH JULY 2019 AND THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 24TH JULY 2019:

It was RESOLVED that the minutes for the full council meeting held on 15th July 2019 and the extraordinary full council meeting held on 24th July 2019 be approved as a true record. 1 Abstention.

83. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:

None received.

84. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:

None received.

85. TO RECEIVE A REPORT FROM OUTSIDE BODIES:

MERC – the 1st floor renovation is almost finished. MERC has given the funds for the purchase of the lift to the Parish Council so that the order can be placed. Once the lift is installed, the flooring will then be done. The Chairman of MERC has now resigned. The following events are coming in the next month in the Village Hall: Casino Night, Fashion Show, Choir and Afternoon Tea.

NDP – Nothing Received

Community Centre – Lincolnshire County Council will be changing the locks on the Community Centre before the end of September. One councillor felt that there are a number of loose ends that still need to be tied up.

86. TO REVIEW THE FOLLOWING DOCUMENTATION AND UPDATE WITH ANY CHANGES:

- CODE OF CONDUCT – NO CHANGE
- TRAINING POLICY – NO CHANGE

- FINANCIAL REGULATIONS – CHANGES CIRCULATED TO COUNCILLORS PRIOR TO MEETING

It was RESOLVED that the above policies with any relevant changes be adopted.

VOTE: all in favour.

87. TO ADOPT THE SICKNESS ABSENCE POLICY (PREVIOUSLY CIRCULATED TO COUNCILLORS)

It was RESOLVED that the Sickness Absence Policy be adopted.

VOTE: all in favour

88. PLANNING MATTERS:

Application reference N/085/01409/19

Planning Permission - Extension and alterations to the existing dwelling (which is a Grade II Listed Building) to provide a sitting room. HOLTON LODGE, STATION ROAD, HOLTON LE CLAY, GRIMSBY, LINCOLNSHIRE, DN36 5HR. CLOSING DATE 19/09/19

Application reference N/085/01410/19 has been received and is now being considered. Your observations are requested no later than 24/09/2019.

Listed Building Consent - Extension and alterations to the existing dwelling to provide a sitting room. HOLTON LODGE, STATION ROAD, HOLTON LE CLAY, GRIMSBY, LINCOLNSHIRE, DN36 5HR

The Parish Council had no objections to this planning application.

89. PROPOSED BY COUNCILLOR PRATT TO TRANSFER TO MERC THE EARMARKED RESERVE OF £11,300 SET ASIDE FOR THE VILLAGE HALL RENOVATIONS:

It was RESOLVED that the reserve of £11,300 be transferred to MERC for the village hall renovations.

VOTE: 5 in favour. 1 abstention

90. TO CONSIDER THE FOLLOWING QUOTES FOR THE LEVELLING AND GRASS SEEDING OF PLOT 3 ON THE PARISH GARDENS IN ORDER TO CREATE MORE SPACE ON THE BURIAL GROUND:

- **GLENDALE £420 PLUS VAT**
- **MOWNS & GROWNS £700 (NO VAT)**

2 other companies approached for quotes but none received

It was RESOLVED that Glendale will be requested to level and grass seed the parish garden plot at a cost of £420.00

VOTE: all in favour

91. TO CONSIDER THE FOLLOWING QUOTES FOR THE REMOVAL, DISPOSAL AND REPLACEMENT OF THE WIRE FENCE BEHIND PLOT 3 ON THE PARISH GARDENS:

- **MOWNS & GROWNS £620 (NO VAT)**
- **MCN FENCING AND GROUNDWORKS £350 (NO VAT)**

Two other companies approached for quotes but none received

It was RESOLVED that MCN Fencing will be asked to move the fence on the parish gardens.

VOTE: all in favour

92. TO CONSIDER THE FOLLOWING QUOTES FOR INSTALLING 4X BENCHES ON THE 8 ACRES PLAYING FIELD:

- **MOWNS & GROWNS £1000 (Paving Slabs)**
- **MOWNS N GROWNS £2400 (Concrete Bases)**
- **D KIRK £1650 (Concrete Bases)**
- **D KIRK £1090 (Paving Slabs)**

It was RESOLVED that D Kirk will be asked to install the four benches on to concrete bases on the 8 Acres playing field.

VOTE: all in favour

93. PROPOSED BY CLLR ROWNTREE TO INSTALL LED LIGHTING IN THE MEETING ROOM AND THE CLERKS OFFICE, THE KITCHEN, THE MAIN ENTRANCE AND THE TOILETS AT A COST OF:

£280 PLUS VAT – MEETING ROOM

£140 PLUS VAT – CLERKS OFFICE

£168.00 PLUS VAT – MAIN ENTRANCE

£252.00 PLUS VAT – KITCHEN

£96.00 PLUS VAT – GENTS TOILET

£144.00 PLUS VAT – LADIES TOILET

£48 PLUS VAT – DISABLED TOILET

It was RESOLVED that all of the lights quoted for will be switched to LED's at a total cost of £1353.60.

VOTE: all in favour

94. TO AGREE THAT ALL CRITERIA IS MET FOR APPLICATION OF THE QUALITY COUNCIL AWARD (APPLICATION FORM PREVIOUSLY CIRCULATED TO COUNCILLORS):

It was agreed that all of the criteria has been met to apply for the Quality Council Award.

VOTE: all in favour

95. PROPOSED BY COUNCILLOR BOON THAT THE PARISH COUNCIL CONTACTS ELDC TO REQUEST A PATH FROM THE ENTRANCE OF THE NEW SNAPE DEVELOPMENT TO BE MADE UP AS FAR AS THE BUS STOP ON LOUTH ROAD WITH SAFETY RAILINGS ALONG THE DITCH:

The clerk is to write to Highways regarding this matter.

96. PROPOSED BY COUNCILLOR BOON TO OBTAIN CONFIRMATION FROM TOLL BAR SCHOOL THAT HLC CHILDREN WILL BE BARRED FROM ATTENDING TOLL BAR DUE TO TOLL BAR ACQUIRING CORDEAUX AND MONKS DYKE SCHOOLS IN LOUTH AND WILL BE USING THEM AS AN UPPER AND LOWER SATELLITE SCHOOL FOR CHILDREN IN EAST LINDSEY. IF THIS IS TRUE THEN MORE CHILDREN WILL BE USING THE BUS STOP:

This proposal was discussed at length but it was felt that the parish council could not get involved in this matter.

The item was not seconded and therefore no vote took place.

97. PROPOSED BY COUNCILLOR REYNOLDS TO CHARGE THE LOCAL FOOTBALL TEAMS FOR HIRE OF THE FOOTBALL PITCH ON THE 8 ACRES NOW THAT HCCA HAS FOLDED:

The clerk will draw up a new contract for the footballers and payment will now be made to the Parish Council for the hire of the pitches. Notices are to be put up at the Community Centre and on the changing room doors to notify the football clubs that they are to contact the clerk to arrange payment and signing of contracts.

VOTE: all in favour

98. PROPOSED BY COUNCILLOR PRATT TO ACCEPT A DONATION OF £14,721 FROM MERC FOR THE PURCHASE OF A LIFT FOR THE VILLAGE HALL:

It was RESOLVED that the donation of £14,721 be accepted as a gift from MERC for the purchase of a lift for the Village Hall.

VOTE: All in favour

99. PROPOSED BY COUNCILLOR PRATT TO PURCHASE THE LIFT FOR THE VILLAGE HALL AND FOR THE PARISH COUNCIL TO TAKE RESPONSIBILITY FOR THE REPAIRS AND SERVICING OF THE LIFT:

It was RESOLVED that the Parish Council will take responsibility for the maintenance of the lift once it has been installed. Councillor Reynolds to enquire as to the details of the service plan.

VOTE: all in favour

100. PROPOSED BY COUNCILLOR PRATT TO PAY THE VAT ON THE LIFT OF £2944.20 BY REDUCING THE PWLB LOAN RESERVE AND TO REIMBURSE THE RESERVE AT THE NEXT BUDGET MEETING:

It was RESOLVED that the VAT of £2944.20 on the lift payment will be spent from the PWLB loan reserve.

VOTE: all in favour

101. TO APPROVE SECTION 137 SPENDING TO PURCHASE POPPY WREATHS FOR THE REMEMBRANCE DAY SERVICE. THE COST FOR THIS LAST YEAR WAS £73.50:

It was RESOLVED that 2 poppy wreaths will be purchased for the Remembrance Day Service.

VOTE: all in favour

102. PROPOSED BY CLLR PRATT TO PURCHASE A NEW MOWER FOR PAUL NOTLEY:

- **MOW DIRECT MOUNTFIELD S421HP £239.00 WITH 5 YR WARRANTY PLUS 1LTR OIL AND FREE DELIVERY**
- **MOUNTFIELD DIRECT MOUNTFIELD S421HP £279.00 WITH 5 YEAR WARRANTY AND FREE DELIVERY**
- **GARDEN MACHINERY DIRECT MOUNTFIELD S421HP £239.00 WITH 1 YEAR WARRANTY**

It was RESOLVED that the Mountfield S421HP be ordered from Mow Direct.

VOTE: all in favour

103. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE 4X PLAQUES FOR THE NEW BENCHES TO BE INSTALLED ON THE 8 ACRES PLAYING FIELD AT A COST OF £24 EACH:

Councillor Pratt will compile a list of all benches in the village that have plaques on them at the request of Councillor Rowntree.

It was RESOLVED that plaques are ordered for the four benches with one of the benches being dedicated to a resident of the village.

VOTE: all in favour

104. TO RECEIVE AN UPDATE FROM COUNCILLOR GREEN ON THE NORTHERN POWERGRID AND MEETING WITH A CONTRACTOR REGARDING THE ELECTRICITY SUPPLY FOR THE 8 ACRES:

Councillor Green gave an update to the parish council on the process for getting power installed on the 8 Acres Playing Field. A builder will be needed to build a brick unit to house the electricity meter and then an electrician will need to connect the power.

105. TO CONSIDER AND RESOLVE THE QUOTE FROM NORTHERN POWERGRID TO INSTALL ELECTRICITY AT THE ENTRANCE OF THE 8 ACRES AT A COST OF £3,208:

It was RESOLVED that the electricity installation is required for the 8 Acres playing field and that this is to be done as soon as possible.

VOTE: all in favour

106. TO RESOLVE TO AMEND THE BURIAL FEES AND ASSOCIATED EXPENSES FOR CHILD BURIALS AS PER THE 2019 CHILDRENS FUNERAL FUND REGULATIONS. THE CHILDRENS FUNERAL FUND PROVIDES GOVT FUNDING FOR FEES CHARGEABLE AND CAN BE

CLAIMED DIRECTLY BY PARISH COUNCILS WITHIN 6 MONTHS OF THE FUNERAL TAKING PLACE:

It was RESOLVED that the burial table of fees be amended to reflect the new children's funeral fund regulations.

VOTE: all in favour

107. FINANCIAL MATTERS

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

30th August 2019

CASH BOOK

Balance Brought forward	30/08/2019		
General Account			88,062.92
Burial Account			<u>3,056.61</u>
			91,119.53
Add - Income			
General Receipts		42.85	
Burial Receipts		<u>256.00</u>	
			<u>91,418.38</u>
Less - Expenditure			
General Payments		8,413.20	
Burial Payments		<u>6.00</u>	
			<u>8,419.20</u>
Balance Carried Forward	30/08/2019		<u><u>82,999.18</u></u>

BANK BALANCES as at

30/08/2019

General Account per Statement		79,716.57	
less - Outstanding Cheques		<u>24.00</u>	
plus - Receipts not cleared		0.00	
			79,692.57
Burial Account per Statement		3,306.61	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	

TOTAL COUNCIL FUNDS AS AT

3,306.61
7,157.55
82,999.18

ALLOCATION OF FUNDS-

TOTAL FUNDS, PER ABOVE 82,999.18

RESERVES

Parish Council Minimum Reserve	13,000.00	
Village Hall Loan Repayments	11,900.00	
Community Woodland Grant	350.00	
Village Hall renovation 1st floor	11,300.00	
District Councillor Grant/War Mem	58.04	
Village Improvement Reserve	15,176.88	
JPF Lottery grant	10,000.00	
		61,784.92

Burial Account Bank Balance (upkeep of Cemetery)	<u>3,306.61</u>
	65,091.53

PRECEPT RECEIVED IN ADVANCE (see below)

2 months	<u>9,970.00</u>	
		<u>75,061.53</u>

***APPROX FUNDS AVAILABLE as at 30/08/2019 7,937.65**

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 Financial Matters were accepted as a true record of the Parish Council's finances.

VOTE: all in favour

108. FINANCE REPORT

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SEPTEMBER 2019 Payments

GENERAL	Payee	Invoice	
BACS	GLENDALE	8 ACRES	£177.60
BACS	GLENDALE	AMENITY AREA	£1,056.00
BACS	GLENDALE	JPF	£56.16
DD	BRITISH GAS LITE	ELECTRICITY VILLAGE HALL	£69.35
DD	NPOWER	GAS VILLAGE HALL	£21.01
BACS	GLENDALE	JPF	£28.08
BACS	GLENDALE	AMENITY AREA	£528.00
BACS	GLENDALE	8 ACRES	£88.80
BACS	M&J ELECTRICAL	2X SOCKETS OFFICE	£108.00
DD	PWLB	LOAN INSTALMENT	£4,604.31
BACS	MOWNS N GROWNS	TREE PRUNING	£200.00
BACS	MOWNS N GROWNS	CEMETERY CONTRACT	£369.50
BACS	BADGEMASTER	ID BADGE CLLR	£12.28
BACS	VIKING DIRECT	GLUE/PAPER/PENS/WALLETS	£38.16
CHQ	CPRE	MEMBERSHIP RENEWAL	£36.00
BACS	GRIMSBY LIFTS	DEPOSIT FOR LIFT	£5,299.56
CHQ	DIRECT BULBS	BULBS FOR CEMETERY	£100.00
BACS	LD MOWERS	ENGINE OIL/STRIMMER WIRE	£47.98
BACS	STAFF	SALARIES/PENSION/HMRC	£2,232.33
		TOTAL	£15,073.12
BARCLAYCARD PAYMENTS	AMAZON	MICROSOFT OFFICE	£29.80
		MCAFFEE INTERNET PROTECTION	£19.99
			£49.79

Two additional payments were also read out: NALC Quality Council Award £48 and M&J Electrical – heating timer replacement £108.

The Finance Report was accepted and all payments authorised.

VOTE: all in favour

109. TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM THE MEETING DURING THE CONSIDERATION OF THE FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

110. TO DISCUSS CHANGES TO THE CLERKS CONTRACT:

111. TO DISCUSS CHANGES TO THE MAINTENANCE OPERATIVES CONTRACT:

112. DATE AND TIME OF NEXT MEETING: 21ST OCTOBER 2019 7PM

SIGNED _____

DATED _____