

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 15<sup>TH</sup> JULY 2019

Present: Councillor S. Pratt (Chairman)  
Councillor H. Reynolds (Vice-Chairman)  
Councillor E. Hatley  
Councillor P. Warrener  
Councillor D. Searle  
Councillor M. Boon  
Councillor M. Starr

Also Present: Councillor Terry Aldridge (East Lindsey District Council)  
Councillor Phil Smith (East Lindsey District Council)

In Attendance: Emma Harris (Clerk to the Parish Council)  
6 members of the public  
Public forum opened at 7.00pm

One couple spoke about the amendment to the planning application for 43 Tetney Lane. They asked that the parish council continue to object to the application.

A second couple spoke about the same application. They were very unhappy with the way the parish council has handled it and wanted to know why the application was first supported and then objected to. They also disagreed with comments raised regarding the second building and also the issue of a business being run from the property as they felt this was factually incorrect.

A resident wished to complain about the state of the pavement in the alleyway between Picksley Crescent and Pinfold Lane near Silver Street. She said that there have been many accidents down there and that there was a big issue with dog fouling. She also asked that the parish council writes to the home owner who lives next door to the alleyway and ask that they trim the hedge back that is overhanging the alleyway.

One resident asked for someone to look at the tree outside his property as previously it has only had a very small amount trimmed back.

The public forum closed at 7.30pm

**52. CHAIRMAN'S WELCOME:**

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

**53. TO RECEIVE APOLOGIES FOR ABSENCE:**

Apologies received from Councillor Green and Councillor Rowntree.

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

Councillor Reynolds declared an interest in MERC. Councillors Boon and Hatley declared an interest as representatives of the Community Centre.

**55. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 17<sup>TH</sup> JUNE 2019 AND THE CLOSED SESSION MINUTES OF 17<sup>TH</sup> JUNE 2019:**

It was RESOLVED that the minutes for the full council meeting held 17<sup>th</sup> June 2019 and the closed session minutes of 17<sup>th</sup> June 2019 be approved as a true record. 2 abstentions.

**56. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:**

Councillor Aldridge mentioned the recent review of street lighting in that several lights are now to be removed from the A16.

Councillor Aldridge had attended the recent summer fayre at the village hall and thought it was very successful.

Councillor Smith said that at the last meeting he attended the issue of flooding in the south of the county was raised but that this is an issue for the Environment Agency to look at.

**57. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:**

None received.

**58. TO RECEIVE A REPORT FROM OUTSIDE BODIES:**

**- MERC**

Councillor Reynolds said that the summer fayre had been successful despite the weather. The Village Hall renovations are almost complete. The NCS Youth Group that has been volunteering for the parish council has been working very hard on refurbishing the BMX track. They have also painted the side of one of the containers in the car park and the fence to the rear of the village hall has been painted.

**- COMMUNITY CENTRE**

Nothing to report.

Councillor Pratt gave a brief message regarding NDP. The team is in the process of creating a timetable of events. There is no update at this point in time.

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

- ACTION PLAN 2019**
- COMMUNITY ENGAGEMENT STRATEGY – NO CHANGE**
- TRAINING POLICY – NO CHANGE**
- CODE OF CONDUCT – NO CHANGE**
- FINANCIAL REGULATIONS – NO CHANGES**

It was RESOLVED that the above policies be adopted.

VOTE: all in favour

**60. TO ADOPT THE CEMETERY HANDBOOK TO BE GIVEN TO ANYONE PURCHASING GRAVE SPACES FOR BOTH BURIAL AND ASHES PLOTS:**

It was RESOLVED that the Cemetery Handbook be adopted and given out with all new purchases of cemetery plots.

VOTE: all in favour

**61. PROPOSED BY COUNCILLOR REYNOLDS TO PURCHASE 4 NEW BENCHES FOR THE 8 ACRES PLAYING FIELD COSTING £945 PLUS VAT:**

It was RESOLVED that 4 new benches are to be purchased with installation costing no more than £1200. Clerk to go with cheapest quote for installation.

VOTE: all in favour

**62. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE THE TREES IN THE JUNIOR PLAYING FIELD TRIMMED AT A COST OF £1414 PLUS VAT:**

It was RESOLVED that the trees in the Junior Playing Field be felled and trimmed where necessary as per Glendale's quote.

VOTE: all in favour

**63. PROPOSED BY COUNCILLOR REYNOLDS TO HAVE A TURNING CIRCLE INSTALLED AT THE CEMETERY AT A COST OF £5257.60 PLUS VAT:**

It was RESOLVED to install a turning circle on the cemetery. Two quotes where previously circulated to councillors and the cheapest was from Mark Overton at £5257.60 plus VAT.

**64. PROPOSED BY COUNCILLOR BOON TO ADD THE CLERKS NAME TO THE CEMETERY SIGN COSTING £20 FROM TIMPSONS:**

It was RESOLVED that the clerks name will be added to the cemetery sign.

VOTE: 6 in favour, one abstention

**65. PROPOSED BY PAUL ROWNTREE TO SPEND UP TO £50 ON POPPY/WILDFLOWER SEEDS FOR THE WAR MEMORIAL TO BE SCATTERED NEAR THE COMMEMORATIVE BENCHES. (THERE IS STILL £80 LEFT FROM THE DISTRICT CLLR GRANT GIVEN FOR THE WAR MEMORIAL):**

It was RESOLVED that up to £50 will be spent on poppy seeds and wildflower seeds.

VOTE: all in favour.

**66. TO RESOLVE TO ACCEPT ONE OF TWO QUOTES PROVIDED BY NORTHERN POWER GRID FOR INSTALLING ELECTRICITY TO THE 8 ACRES PLAYING FIELD:**

- QUOTE A £10,265.60 FOR CONTESTABLE WORK
- QUOTE B £318.50 FOR NON CONTESTABLE WORK

It was RESOLVED that the Quote of £318.50 for Non Contestable work is accepted.

VOTE: All in favour

**67. TO RESOLVE WHETHER TO FORM A PLANNING COMMITTEE WITH A MINIMUM OF THREE MEMBERS:**

It was agreed that a Planning Committee is needed for the parish council. It was RESOLVED that Councillors Boon, Hatley and Pratt will form the committee. Councillor Green expressed an interest prior to the meeting and he will form part of the committee if he is still able to.

VOTE: All in favour.

**68. FINANCIAL MATTERS:**

0		July 2019 Payments	
GENERAL	Payee	Invoice	
BACS	NORTHERN POWER GRID	CONNECTION QUOTE	£420.00
BACS	STAFF/HMRC/NEST	SALARIES/PAYE/PENSION	£2,467.39
BACS	P NOTLEY	REFUND SCREWS	£3.75
DD	WEX/ESSO	PETROL	£11.00
BACS	GLENDALE	JPF	£28.08
BACS	GLENDALE	AMENITY AREA	£528.00
BACS	GLENDALE	8 ACRES	£133.20
DD	BRITISH GAS LITE	ELECTRICITY VILLAGE HALL	£116.59
BACS	LALC	PLAY INSPECTION COURSE X2	£308.40
BACS	KONIKA MINOLTA	PRINTER/COPIER	£85.19
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
BACS	MOWNS N GROWNS	CEMETERY CONTRACT	£537.71
		TOTAL	£4,693.31

The Financial Matters were accepted and authorised for payment.

VOTE: all in favour

**69. FINANCE REPORT:**

**HOLTON LE CLAY PARISH COUNCIL**

**FINANCIAL REPORT as at**                      **30th June 2019**

**CASH BOOK**

Balance Brought forward	30/06/2019	
General Account		86,355.45
Burial Account		<u>3,017.95</u>
		89,373.40
Add - Income		
General Receipts	10,000.00	

Burial Receipts		278.66	
			<u>99,652.06</u>
Less - Expenditure			
General			
Payments		4,778.25	
Burial Payments		<u>0.00</u>	
			<u>4,778.25</u>
<b>Balance Carried Forward</b>	<b>30/06/2019</b>		<b><u><u>94,873.81</u></u></b>
<b><u>BANK BALANCES as at</u></b>	<b>30/06/2019</b>		
General Account per Statement		91,601.20	
less - Outstanding Cheques		<u>24.00</u>	
plus - Receipts not cleared		0.00	
			91,577.20
Burial Account per			
Statement		3,296.61	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	
			<u>3,296.61</u>
			7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b><u><u>94,873.81</u></u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS , PER ABOVE 94,873.81

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	85.00	
Village Improvement Reserve	19,000.00	
JPF Lottery grant	10,000.00	
		65,635.00
Burial Account Bank Balance ( upkeep of Cemetary )		<u>3,296.61</u>
		68,931.61

PRECEPT RECEIVED IN ADVANCE ( see below )

4 months	19,940.00	88,871.61
<b>*APPROX FUNDS AVAILABLE as at 30/06/2019</b>		<b>6,002.20</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 Financial Report was accepted as true record of the parish council's finances.

VOTE: All in favour

**70. 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.**

**71. TO RECEIVE AN UPDATE FROM THE PERSONNEL COMMITTEE CHAIRMAN:**

The Personnel Committee Chairman delivered an update following staff appraisals.

**72. TO REVIEW THE CLERKS CONTRACT:**

This item was deferred until September.

**73. TO REVIEW THE MAINTENANCE OPERATIVES CONTRACT:**

This item was deferred until September.

**74. TIME AND DATE OF NEXT MEETING:**

**Full Council Meeting 16<sup>th</sup> September**

