

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 17TH JUNE 2019

Present: Councillor P. Webster (In the chair)
Councillor A. Green
Councillor D. Searle
Councillor M. Starr
Councillor M. Boon
Councillor P. Rowntree

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

In Attendance: Emma Harris (Clerk to the Parish Council)

5 Members of the Public

Public forum began at 7.05pm.

Two members of the public raised issues with councillors on the planned development of 43 Tetney Lane. They stated that their original objections still stand but that also wanted the following considerations to be taken into account: overshadowing of surrounding properties, loss of light, obstruction of footpaths and a health and safety concern that emergency vehicles would not be able to access the property to the rear as the driveway will not be wide enough to accommodate them.

Two members of the public raised issues with councillors on the planned change of use of Grange Farm, Station Road. They pointed out the following issues: noise pollution, the visual impact on the agricultural area by shipping containers placed on the site, noise and traffic problems with the arrival of visitors to the site, overlooking of neighbouring properties by cars parked on the site and the long operating hours of the business. One member pointed out that the application states that the development is 250metres away from neighbouring properties but that he has measured it and this is definitely not the case.

The public forum closed at 7.30pm

28. CHAIRMAN'S WELCOME:

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

29. TO RECEIVE APOLOGIES FOR ABSENCE:

Councillors Reynolds, Pratt, Beech and Warrener sent their apologies.

30. TO RECEIVE DECLARATIONS OF INTEREST:

Councillor Webster declared an interest in item 35 as an NDP member.

31. TO APPROVE THE MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON MONDAY 20TH MAY AND THE ANNUAL PARISH MEETING HELD ON MONDAY 3RD JUNE 2019:

It was RESOLVED that the minutes for the Annual Full Council meeting held on 20th May 2019 and the Annual Parish Meeting held on 3rd June 2019 be approved as a true record. 2 abstentions.

32. TO RECEIVE A REPORT FROM LINCOLNSHIRE POLICE:

None received

33. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:

Councillor Aldridge said that he feels that the parish council should consider writing to the Chief Commissioner for Lincolnshire Police to object to the size of the area now covered by the local police team.

34. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:

None received

35. TO RECEIVE A REPORT FROM OUTSIDE BODIES:

- **NDP.** There will be an NDP meeting on 28th June with the District Council regarding the submission of the report that was sent to them. Further updates will follow in the coming weeks.
- **MERC.** Nothing to report.
- **COMMUNITY CENTRE.** No further updates on the Community Centre at the moment. The Chance to Share Agreement is in the process of being dissolved. The parish council has not received any official confirmation of this from the County Council.

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

- **DOCUMENT RETENTION AND DISPOSAL POLICY (no change)**
- **DATA BREACH POLICY (no change)**

It was RESOLVED that the document retention policy and the data breach policy be adopted with no changes.

37. PLANNING MATTERS: S/085/00207/19 IMPAKT BEHAVIOUR LTD PERMISSION – CHANGE OF USE OF LAND FORMERLY USED AS AGRICULTURAL FOR THE TRAINING AND EXERCISE OF DOGS (CURRENTLY IN USE).

LOCATION: GRANGE FARM, STATION ROAD, HOLTON LE CLAY. CLOSING DATE FOR OBSERVATIONS – 19TH JUNE 2019

A report was delivered by Councillor Webster. It was agreed that the Parish Council will object to this application.

N/085/00683/19 43 TETNEY LANE, HOLTON LE CLAY. AMENDED PLANNING APPLICATION – DETAILS TO FOLLOW SEPARATELY.

A report was delivered by Councillor Webster. It was agreed that the Parish Council will object to this application.

38. PROPOSED BY COUNCILLOR BEECH TO ADD THE CLERKS NAME TO THE CEMETERY SIGN NEXT TO THE OFFICE NUMBER AT A COST OF £50:

Councillor Boon counter proposed that he may be able to obtain a better price for this. It was agreed to defer the item until next month. Councillor Boon to obtain more prices.

39. PROPOSED BY COUNCILLOR BOON TO ACCEPT THE DONATION FROM THE LAURA MCPHEE MEMORIAL FUND OF A DEFIBRILLATOR AND TO INSTALL IT AT THE ENTRANCE TO THE 8 ACRES PLAYING FIELD:

It was Proposed, Seconded and

RESOLVED to accept the offer of a defibrillator to be placed at the entrance to the 8 Acres Playing Field.

40. PROPOSED BY COUNCILLOR GREEN TO HOLD PERSONNEL TRAINING FOR ALL COUNCILLORS AT THE VILLAGE HALL – TO BE ORGANISED BY LALC AT A COST OF £100:

It was Proposed, Seconded and

RESOLVED to hold personnel training at the village hall. Clerk to contact councils in the surrounding villages to see whether they wish to attend and possibly share the cost.

41. COUNCILLOR GREEN TO PROVIDE FEEDBACK FROM THE PLAYGROUND INSPECTION TRAINING COURSE ATTENDED BY HIMSELF AND COUNCILLOR BOON:

Councillor Green gave the following update:

Repairs on the playing field can be carried out by a 'competent person'. If a piece of play equipment is damaged it is not sufficient to cordon the area off with tape – it must be fenced off and anchored down with Harries fencing. Zip line inspections can be done visually. Annual inspections must be done by Rospa. Post installation inspections must be done on all new equipment.

42. TO ADOPT THE UPDATED TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE:

The Terms of Reference for the Personnel Committee were circulated to councillors prior to the meeting. It was Proposed, Seconded and

RESOLVED that the Terms of Reference be adopted.

43. TO RESOLVE WHETHER TO PAY THE £350 DESIGN CHARGE TO NORTHERN POWERGRID FOR A QUOTE TO BE PROVIDED FOR THE POWER SUPPLY TO THE 8 ACRES PLAYING FIELD:

It was Proposed, Seconded and

RESOLVED that the parish council will pay the £350 design charge for the power supply to the 8 Acres.

44. PROPOSED BY COUNCILLOR PRATT TO APPLY FOR THE NALC QUALITY COUNCIL AWARD AT A COST OF £50:

It was Proposed, Seconded and

RESOLVED to apply for the Quality Council Award with NALC.

45. PROPOSED BY COUNCILLOR ROWNTREE TO HAVE THE LIGHTS IN THE VILLAGE HALL CONVERTED TO LED NON DIMMABLE LAMPS AT A COST OF £1330 PLUS VAT. THIS WILL SAVE ON LONG TERM RUNNING COSTS OF THE VILLAGE HALL:

It was Proposed, Seconded and

RESOLVED that non dimmable lamps will be installed in the village hall in order to save on running costs.

46. PROPOSED BY COUNCILLOR BOON TO PURCHASE 2x 10 WATT LAMPS FOR THE JUNIOR PLAYING FIELD AT A COST OF £37 EACH PLUS VAT:

It was Proposed, Seconded and

RESOLVED to purchase two lamps for the junior playing field at a cost of £35 each plus VAT.

47. PROPOSED BY COUNCILLOR BOON TO PURCHASE A WW1 COMMEMORATIVE BENCH AT A COST OF £995 INC. VAT. COUNCILLOR BOON HAS RAISED £400 TO PAY TOWARDS THE COST OF INSTALLATION:

It was Proposed, Seconded and

RESOLVED to order a WW1 Commemorative Bench for the A16 memorial at a cost of £995.

48. FINANCIAL MATTERS:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at

31st May 2019

CASH BOOK

Balance Brought forward	31/05/2019		
General Account			92,568.27
Burial Account			<u>2,817.95</u>
			95,386.22
Add - Income			
General Receipts		724.96	
Burial Receipts		<u>200.00</u>	
			<u>96,311.18</u>
Less - Expenditure			
General Payments		6,937.78	
Burial Payments		<u>0.00</u>	
			<u>6,937.78</u>
Balance Carried Forward	31/05/2019		<u><u>89,373.40</u></u>

BANK BALANCES as at

31/05/2019

General Account per Statement		86,379.45	
less - Outstanding Cheques		<u>24.00</u>	
plus - Receipts not cleared		0.00	
			86,355.45
Burial Account per Statement		3,017.95	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	
			<u>3,017.95</u>
			7,157.55

**TOTAL COUNCIL FUNDS AS
AT**

89,373.40

ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE 89,373.40

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	450.00	
		37,000.00
Burial Account Bank Balance (upkeep of Cemetery)		3,017.95
		<u>40,017.95</u>
PRECEPT RECEIVED IN ADVANCE (see below)		
5		
months		24,925.00
		<u>64,942.95</u>
*APPROX FUNDS AVAILABLE as at	31/05/2019	<u>24,430.45</u>

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 Proposed, Seconded and

RESOLVED that the financial matters be accepted.

49. FINANCE REPORT:

0		June 2019 Payments	
GENERAL	Payee	Invoice	
BACS	MOWNS N GROWNS	CEMETERY CONTRACT	£411.50
BACS	STAFF/HMRC/NEST	SALARIES/PAYE/PENSION	£2,191.14
DD	VIKING	STATIONARY	£18.88
DD	BRITISH GAS LITE	ELECTRICITY VILLAGE HALL	£109.88
BACS	GLENDALE	JPF	£56.16
BACS	GLENDALE	AMENITY AREA	£1,056.00
BACS	GLENDALE	8 ACRES	£177.60
BACS	SIGN OF THE TIMES	LECTERN/WAR MEMORIAL	£438.00
BACS	WINDOW CLEANER	BUS SHELTERS	£50.00
DD	NPOWER	GAS USAGE	£102.83

BACS	M&j ELECTRICAL	PAT TESTING VILLAGE HALL	£72.00
BACS	P NOTLEY	REFUND FOR SCREWS	£1.29
		TOTAL	£4,685.28

It was Proposed, Seconded and
RESOLVED that the above invoices be approved.

50. 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.

51. STAFFING MATTERS:

The subject of the clerk's salary for the month of May were discussed.

52. TIME AND DATE OF NEXT MEETING:

Full Council Meeting 15th July 2019

SIGNED _____

DATED _____